



LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

If a court in which you file is live on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account to access the filing system. You must have an upgraded PACER account. If your account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions). All your CM/ECF accounts must be linked to your upgraded PACER account as each court goes live on NextGen CM/ECF. Linking is a one-time process that can be completed only once the court is live on NextGen CM/ECF.

The Bankruptcy Court for the Eastern District of Virginia will go-live March 22, 2022.

Linking Your Account

- STEP 1** Go to the court's CM/ECF site (e.g., <https://ecf.vaeb.uscourts.gov>). Click the **Document Filing System** link.

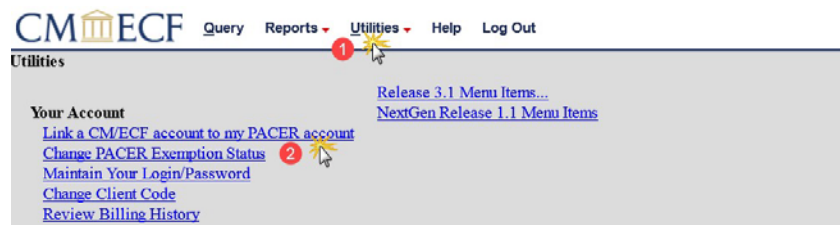


- STEP 2** Log on with your individual upgraded PACER user name and password. **Do not log on using a shared firm PACER account.**

PACER LOGIN

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

- STEP 3** Click **Utilities**, and then click the **Link a CM/ECF account to my PACER account** link.





NOTE: If you do not see the Link a CM/ECF account to my PACER account link on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.

STEP 4 Enter your current CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Click **Submit**.

STEP 5 Verify that the CM/ECF account and PACER account listed are accurate. If so, click **Submit**.

NOTE: Make sure you are linking to your individual PACER account.

STEP 6 You have successfully linked your account. You will now use only your PACER account to access both PACER and CM/ECF for this court. Press **F5** to refresh the screen and view the Civil and Criminal menu items for filing in district courts.