

## LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

Before filing on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account. NOTE: If your PACER account was created prior to August 2014, you must upgrade it before linking to your NextGen CM/ECF account. (see *Upgrading Your PACER Account* for instructions).



**Linking your accounts is a one-time process that can only be completed once the court you are filing in is live on NextGen. The United States Bankruptcy Court for the Southern District of Ohio is scheduled to go live **July 6, 2021**.**

### Linking Your Account

**STEP 1** Go to the court's CM/ECF site (<https://ecf.ohsb.uscourts.gov/>).



Welcome to the U.S. Bankruptcy Court for the Southern District of Ohio

[Southern District of Ohio - Document Filing System](#)

- Click the **Document Filing System** link.

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

## Linking Your 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.

**Login**

\* Required Information

**Username \***

**Password \***

**Client Code**

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

**NOTICE: This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.**

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

The screenshot shows the top navigation bar of the CM/ECF website. The logo "CM ECF" is on the left. To its right are links for "Query", "Reports", "Utilities", "Help", and "Log Out". A red circle with the number "1" is placed over the "Utilities" link, with a mouse cursor clicking on it. Below the navigation bar, the "Utilities" dropdown menu is open. It contains a "Your Account" section with several links: "Link a CM/ECF account to my PACER account", "Change PACER Exemption Status", "Maintain Your Login/Password", "Change Client Code", and "Review Billing History". A red circle with the number "2" is placed over the "Link a CM/ECF account to my PACER account" link, with a mouse cursor clicking on it. To the right of the "Your Account" section are two more links: "Release 3.1 Menu Items..." and "NextGen Release 1.1 Menu Items".

## Linking Your Account

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

CM/ECF [Query](#) [Reports](#) [Utilities](#) [Help](#) [Log Out](#)

### Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)  
[More about Upgraded PACER account](#)

- Click **Submit**.

**STEP 5** Verify that the CM/ECF account and PACER account shown are accurate.

### Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF **John Attorney**  
PACER **John Attorney**

After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

- If the account is correct, click **Submit**.
- **NOTE:** Make sure that you are linking to your individual PACER account and **not a shared firm PACER** account.

## Linking Your Account

**STEP 6** You have successfully linked your account. You will now only need to use your PACER account info to access both PACER and CM/ECF for this court.

Your browser may need to be refreshed to see all menu items.

Press **F5** on your keyboard or the refresh icon on your browser to refresh the screen. You should now see the full CM/ECF menu items of Bankruptcy Adversary Query Reports Utilities and Logout.