

# Instructions for Linking an Upgraded PACER Account to CM/ECF Account

**After** the court implements NextGen, you will need to **link** your upgraded PACER account with your existing CM/ECF account. Until you link these accounts, you will not be able to e-file.

Iowa Northern Bankruptcy Court went Live on NextGen in April 2018, so you can link your account.

*On the PACER website, upgrade your PACER account if you have individual PACER Account and have not upgraded **or** create an individual PACER account if do not have one.*

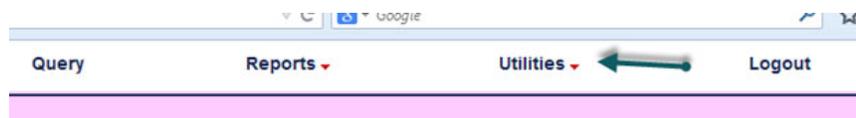
- Step 1** Go to the courts website at [www.ianb.uscourts.gov](http://www.ianb.uscourts.gov) and select the **E-Filing (CM/ECF)** link.
- Step 2** Click on Northern District of Iowa Document Filing System link.
- Step 3** This will redirect you to the PACER login screen. Enter your new/upgraded PACER login and password.

## PACER LOGIN

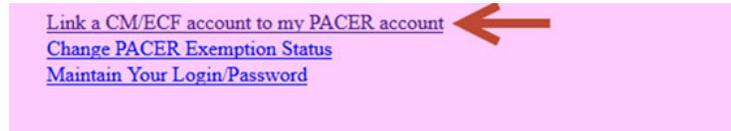
Your browser must be set to accept cookies in order to log in to this site. If your browser is set to cookies and you are experiencing problems with the login, delete the stored cookie file in your browser and reopen your browser before trying again.



- Step 4** Click **Utilities** on top menu bar



- Step 5** Click **NextGen Release Menu Items**.
- Step 6** Select **Link a CM/ECF account to my PACER account**



[Link a CM/ECF account to my PACER account](#)  
[Change PACER Exemption Status](#)  
[Maintain Your Login/Password](#)

**Step 7** Enter your Current CM/ECF Login and Password and click SUBMIT



**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.

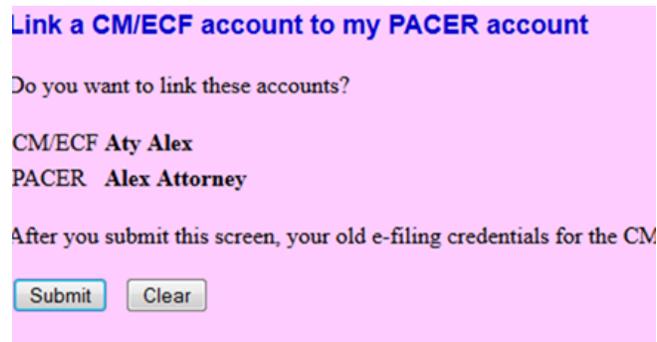
If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, e to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

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

**Step 8** It will then ask if you would like to link the accounts, click **SUBMIT**. Upon submission, your current CM/ECF account will be linked to your PACER account.



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

Do you want to link these accounts?

CM/ECF **Aty Alex**  
PACER **Alex Attorney**

After you submit this screen, your old e-filing credentials for the CM

**Step 9** The final screen will confirm the link between current CM/ECF account and your PACER account.

**Step 10** Once your accounts are linked, if you **CLICK** on any menu item on top bar, all menu items you currently see in CM/ECF will become available such as Bankruptcy, Adversary etc.

**NOTE:** You will receive an email notification after the linking has been complete.

See sample below:

This email is notification that the change you requested to your NextGen CM/ECF account has been processed. The status is listed below.

Account Number: 111111  
Court: NORTHERN DISTRICT OF IOWA BANKRUPTCY COURT  
Date/Time Submitted: 02/01/2018 10:40:36 CST  
Transaction ID: 10005  
Request: Link  
Transaction Status: Processed  
Comment: Your PACER account has been linked to your CM/ECF account

**NOTE:** Each time you log into CM/ECF, the redaction notice will display, place checkmark in box and click Continue.

