

## LINK YOUR UPGRADED PACER ACCOUNT TO YOUR ECF ACCOUNT

Complete this process IF: (1) you have an **upgraded, individual** PACER Account, and  
(2) you would like to file in ECF.

**\*\*Note that this step cannot be completed until the Northern District of Ohio is live on NextGen on February 10, 2020, and it is a one-time procedure.\*\***

1. Click on the **E-filing (Nextgen)** link on the left-side menu on the Northern District Court of Ohio website: [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov).
2. Click on the **Northern District Court of Ohio– Document Filing System** link.



The screenshot shows the homepage of the Northern District of Ohio Document Filing System. At the top center is the seal of the U.S. District Court for the Northern District of Ohio. Below the seal, the text reads: "Welcome to the U.S. District Court for the Northern District of Ohio (Test)" and "Northern District of Ohio (Test) - Document Filing System". There is a link for "Mobile Query". Below this is a section titled "RSS Feed for OHND Electronic Filings". The text explains that Real Simple Syndication (RSS) is a mechanism for delivering regularly changing web content to interested parties. It states that the U.S. District Court, Northern District of Ohio, has enabled an RSS feed for filings made in its CM/ECF electronic records system. It provides instructions on how to access and subscribe to the feed by going to the Court's public web site (<http://www.ohnd.uscourts.gov>) and clicking on the orange "RSS" icon in the upper right hand of any page on the web site, and then clicking on the "Recent Filings" link. It also mentions that RSS icons for OHND and for over 50 additional participating courts can be accessed from the Court Links page on the PACER web site (<http://www.pacer.gov/jsoo/cpi-bin/links.pl>). Finally, it notes that using functionality found in commercially available RSS readers, users can customize the feed to provide alerts only when specific types of filings or filings in specific cases occur. Users do not incur fees for viewing data provided by the RSS feed. However, if a user clicks a hyperlink within the feed, the user will be prompted to log in to PACER, and will incur the standard PACER fees for any information accessed.

3. Login with your **upgraded PACER** username and password.



The screenshot shows the login form for the PACER system. The form is titled "Login" and contains three input fields: "Username \*", "Password \*", and "Client Code". Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, there are three links: "Need an Account?", "Forqot Your Password?", and "Forqot User Name?". Below the form, there is a notice: "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."

## LINK YOUR UPGRADED PACER ACCOUNT TO YOUR ECF ACCOUNT

- Click on **Utilities** and select **NextGen Release 1.1 Menu Items**. Then select **Link a CM/ECF account to my PACER account**.
- Enter your **current CM/ECF login and password**. 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, 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:

- Ensure that the CM/ECF account and PACER account listed are accurate, and that you are linking your individual PACER account (NOT a shared firm account) to your ECF account. If so, click Submit.

### 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.

- You have successfully linked your account! Click on one of the menu items at the top. You should see the civil and criminal filing menu items appear. If you don't see them right away, close out of your browser and log in again.

CM ECF **Civil** **Criminal** [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [Log Out](#)

**\*\*You will now use your PACER  
username and password to login to both  
PACER and ECF.\*\***