

How to Link an Upgraded PACER Account to a NextGen CM/ECF Account

After the Southern District of Iowa Bankruptcy Court goes live with CM/ECF NextGen, you will need to link your upgraded PACER account with your existing CM/ECF account. This will only have to be done once. Below are the steps to link your PACER and CM/ECF account. Until you link your two accounts you will not be able to e-file.

The Court will notify you once we are live, so you can then link your account.

If you have not already done so, on the PACER website, www.pacer.gov, upgrade your PACER account if you have individual PACER Account created before August 11, 2014, **or** create a new individual PACER account if do not have one.

Step 1 Go to the courts website at www.iasb.uscourts.gov, select E-Filing (CM/ECF) link.

Step 2 Click on the Southern District of Iowa 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 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

Login

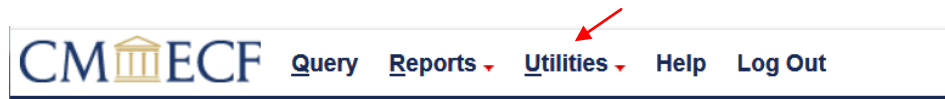
Clear

Cancel

[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.

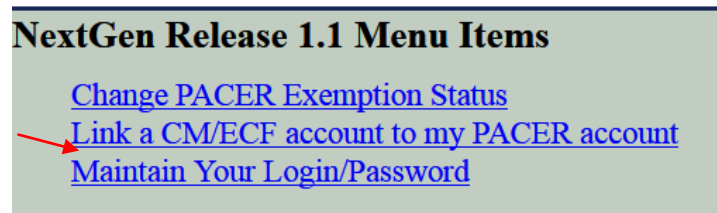
Step 4 After logging in you will still only have access to PACER Search since you have not linked your PACER account to your CM/ECF account. Notice the limited menu bar below. Click on **Utilities** on the menu bar.



Step 5 Click **NextGen Release 1.1 Menu Items**

[NextGen Release 1.1 Menu Items](#)

Step 6 Select **Link a CM/ECF account to my PACER account.**



Step 7 Enter your Current CM/ECF Login and Password and click **SUBMIT**. If you do not know your password you can contact the court to have it reset for linking purposes.

A screenshot of the 'Link a CM/ECF account to my PACER account' utility page. The page title is 'Link a CM/ECF account to my PACER account'. The page contains the following text: '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.', and 'If you had a CM/ECF e-filing account in this court before the court converted to Nex Submit. You will be prompted to confirm that you want to link your PACER account back if the names don't match).'. Below the text are two input fields: 'CM/ECF login:' and 'CM/ECF password:'. At the bottom are two buttons: 'Submit' and 'Clear'.

- 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 **Train Attorney03**
PACER **Train Attorneythree**

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.

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

Link a CM/ECF account to my PACER account

Your PACER account has been linked to your CM/ECF account

- Step 10** Once your accounts are linked, use your upgraded PACER account to efile in this court. Your old CM/ECF login and password are no longer valid and cannot be used.

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: SOUTHERN DISTRICT OF IOWA BANKRUPTCY COURT
Date/Time Submitted: 11/01/2015 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 login to CM/ECF, the redaction notice will display. Place checkmark in the box and click Continue.

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue

Cancel