



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 Eastern District of Kentucky will go-live September 7, 2021.

Linking Your Account

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



Welcome to the U.S. District Court for the Eastern District of Kentucky

[Eastern District of Kentucky - Document Filing System](#)

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.

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 with links for Query, Reports, Utilities, Help, and Log Out. The Utilities dropdown menu is open, showing several options: Your Account, Link a CM/ECF account to my PACER account (highlighted with a red circle and a mouse cursor), Change PACER Exemption Status (highlighted with a red circle and a mouse cursor), Maintain Your Login/Password, Change Client Code, and Review Billing History. On the right side of the menu, there are links for Release 3.1 Mem Items and NextGen Release 1.1 Mem Items.



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.