

## Link PACER Account to CM/ECF Account

United States District Court, Southern District of California



The instructions below will provide you with the steps required to link your upgraded individual PACER account to your CM/ECF account.

**Please Note:** These steps cannot be completed until the Southern District of California is LIVE on NextGen CM/ECF - **March 02, 2020.**

1. Navigate to the Southern District of California's website: [www.casd.uscourts.gov](http://www.casd.uscourts.gov) and click on the CM/ECF Electronic Case Filing System option.

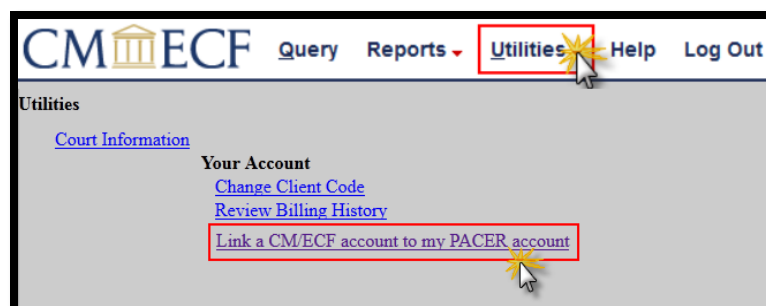


2. Click on the **Southern District of California - Document Filing System** link.



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

4. Click on **Utilities** and select **Link a CM/ECF account to my PACER account**.



5. 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:

6. Ensure that the **CM/ECF account** and **PACER account** listed are accurate. If so, click **Submit**. *Note: Your individual PACER account should be listed. DO NOT link a shared firm PACER account to your CM/ECF account.*

**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.

7. You have successfully linked your account. Refresh your screen (press F5) to see the Civil and Criminal menu items for filing.

**Note:** You will now only use your **new PACER username and password to login to both PACER and CM/ECF**.