

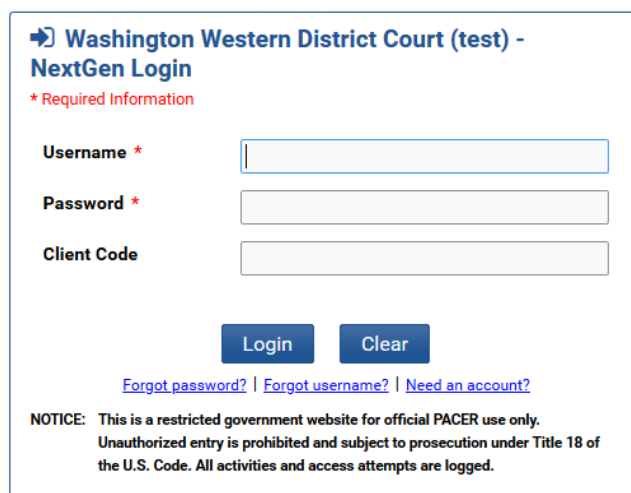
# EXTERNAL USER REGISTRATION MANUAL: HOW TO LINK A PACER AND CM/ECF ACCOUNT

The Western District of Washington District Court upgraded to the Next Generation of CM/ECF on January 27, 2020. The Court now requires all previously admitted or registered e-filers to link their upgraded PACER accounts to their CM/ECF (filing) accounts. E-filers must complete this one-time procedure to activate filing privileges for any federal court that upgraded to NextGen. Once the accounts are successfully linked, e-filers must use their PACER username and password to electronically file documents with the Court.

## How to Link Accounts

1. Filers must have both their individual upgraded PACER account credentials and their CM/ECF e-filing credentials to link their accounts.
  - a. If you do not have an individual PACER account, follow the [Create an individual PACER – Case Search Only Account](#) instructions before completing these steps.
  - b. If you are unsure if your PACER account is upgraded, follow the [Upgraded account](#) instructions to verify account status and/or upgrade your legacy PACER account.
  - c. If you do not remember or cannot find your PACER account credentials, [contact PACER](#) to reset them.
  - d. If you do not remember or cannot find your CM/ECF e-filing credentials, contact [ECF Support](#) at this Court to reset them.
2. Once you assemble the above credentials, go to the Western District of Washington’s [CM/ECF Page](#).
3. Select **Western District of Washington - Document Filing System**.
4. Enter your individual upgraded PACER username and password, then select **Login**.

**Note:** Do not log in using a shared firm PACER account as this will lock out all other attorneys from your firm. All filers must have their own individual PACER account.



Washington Western District Court (test) - NextGen Login

\* Required Information

Username \*

Password \*

Client Code

Login Clear

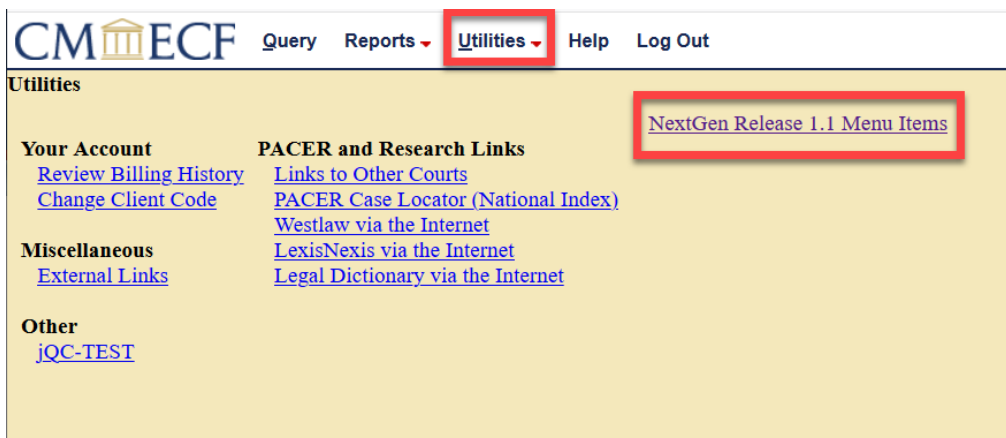
[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website 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.

5. Select the **I understand that, if I file, I must comply with the redaction rules. I have read this notice** checkbox, then select **Continue**.

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6. Go to **Utilities > NextGen Release 1.1 Menu Items > Link a CM/ECF account to my PACER account.**

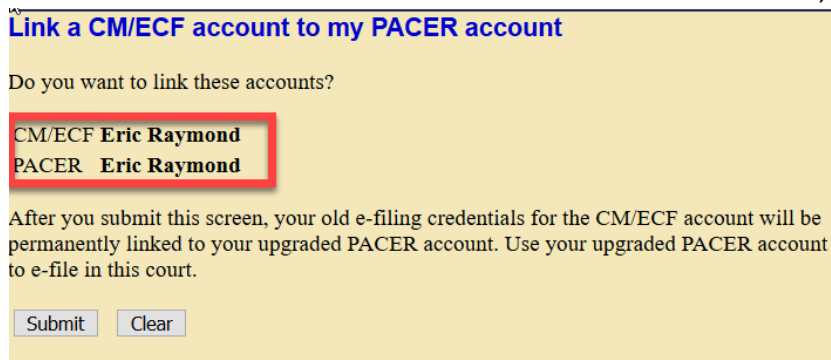


7. Enter your CM/ECF e-filing credentials in the **CM/ECF login** and **CM/ECF password** fields, then select **Submit**.

**Note:** Contact [ECF Support](#) if you do not know your CM/ECF login and password.

8. Verify that the CM/ECF account and PACER account listed are accurate and match. If so, select **Submit**.

**Note:** Make sure the accounts are *individual* PACER accounts; otherwise, linking to a shared firm account locks out all other attorneys from the firm.



9. CM/ECF displays a confirmation screen that indicates the account link was successful.
10. The accounts are now linked. Moving forward you must use your PACER credentials to access both PACER and CM/ECF for this Court.
11. To see the filing menus, refresh the page by selecting any other menu choice except **Logout**.



12. Once the screen is refreshed, the Civil and Criminal filing menus appear in the Menu bar. You can now file documents in the Western District of Washington.

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## **Troubleshooting:**

If the menus do not appear, try any or all of the following:

1. Reload the page (Windows: Ctrl + F5; Mac: Command + Shift + R); or
2. Log out of CM/ECF, close your browser, and log back in; or
3. Clear browsing history, cookies, and cache (Ctrl+Shift+Delete). Close your browser and log back in.
4. If you continue to experience issues, please contact [ECF Support](#).