

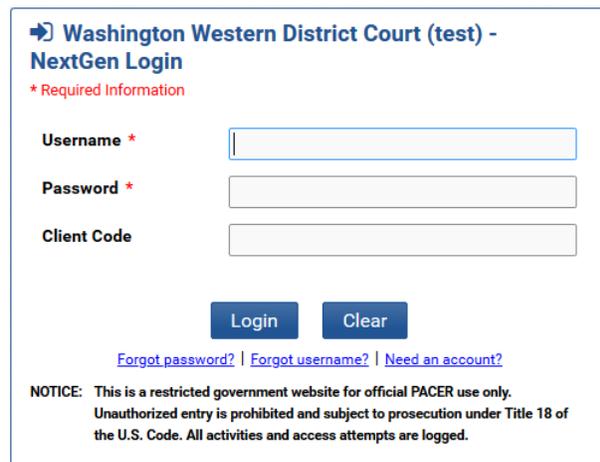
How to Link Your PACER and CM/ECF Account

The Western District of Washington District Court upgraded to the Next Generation of CM/ECF on January 27, 2020. You are required to link your upgraded PACER account to your CM/ECF (filing) account. You must complete this one-time procedure to activate filing privileges for any federal court that has upgraded to NextGen. Once the accounts have been successfully linked, you will only use your PACER username and password to electronically file documents with the Court.

1.3A Linking your account

1. Go to the Western District of Washington's [CM/ECF Page](#).
2. Select **Western District of Washington - Document Filing System**.
3. Enter your individual upgraded PACER username and password.

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



4. Select the **I understand that, if I file, I must comply with the redaction rules. I have read this notice** checkbox, then select **Continue**.
5. Go to **Utilities > NextGen Release 1.1 Menu Items > Link a CM/ECF account to my PACER account**.



6. Enter your current CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Select **Submit**.

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

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

Note: Make sure you are linking to your *individual* PACER account otherwise, you will lock out all other attorneys from your firm.

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Eric Raymond
PACER Eric Raymond

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.

8. You will receive a confirmation message that the accounts have been successfully linked.
9. You have successfully linked your account. You will now use only your PACER credentials to access both PACER and CM/ECF for this Court.
10. To see the filing menus, refresh the page by selecting any other menu choice except **Logout**.

[Query](#) [Reports](#) ▼ [Utilities](#) ▼ [Search](#) [Help](#) [Logout](#)

11. The Civil and Criminal filing menus will now appear in the Menu bar. Your account is now ready for filing documents in the Western District of Washington. You will only need to perform these actions one time.

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](#).