

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

Instructions to Link Your *Existing* CM/ECF Account to an *Upgraded* PACER Account

NOTE: Linking your CM/ECF and PACER accounts can occur ONLY on or after October 12, 2021.

Once the Court implements NextGen on October 12, 2021, your Upgraded PACER account must be linked to your CM/ECF filing account to electronically file with our Court. This will only have to be done once.

As you work through the linking process, it is strongly recommended to have available this information:

PACER Username:		CM/ECF Username:	
PACER Password:		CM/ECF Password:	

FORGOT YOUR USERNAMES?

- Upgraded **PACER** usernames are usually 7 digits long.
 - If you forgot your PACER username:
<https://pacer.uscourts.gov/my-account-billing/forgot-username-or-password>
- **CM/ECF** usernames vary by type
 - CM/ECF Attorney Filer account usernames are normally “ct#####” (*normally your federal bar ID*)
 - CM/ECF Limiter User account usernames are normally “user#####”
 - CM/ECF Pro Hac Vice account usernames are either “aty#####” or “phv#####”
 - If you forgot your CM/ECF Username, please contact our helpdesk:
ctb_ecf_help@ctb.uscourts.gov

FORGOT YOUR PASSWORDS?

- To reset your **PACER** password:
<https://pacer.uscourts.gov/my-account-billing/forgot-username-or-password>
- To reset your **CM/ECF** password:
<https://www.ctb.uscourts.gov/changing-your-cmecf-password>

Once you have your account information ready, follow the steps below to link your PACER and CM/ECF Accounts.

Step	ACTION
1.	Navigate to the court website: www.ctb.uscourts.gov
2.	<p>Select “E-Filing (CM/ECF)”</p> 

3. Users will be redirected to a PACER Login page, but you should see a reference to Connecticut Bankruptcy Court. Use your **CM/ECF Username and Password here.**

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Login

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[➔ Connecticut Bankruptcy Court \(test\) Login](#)
* Required Information

Username *

Password *

Client Code

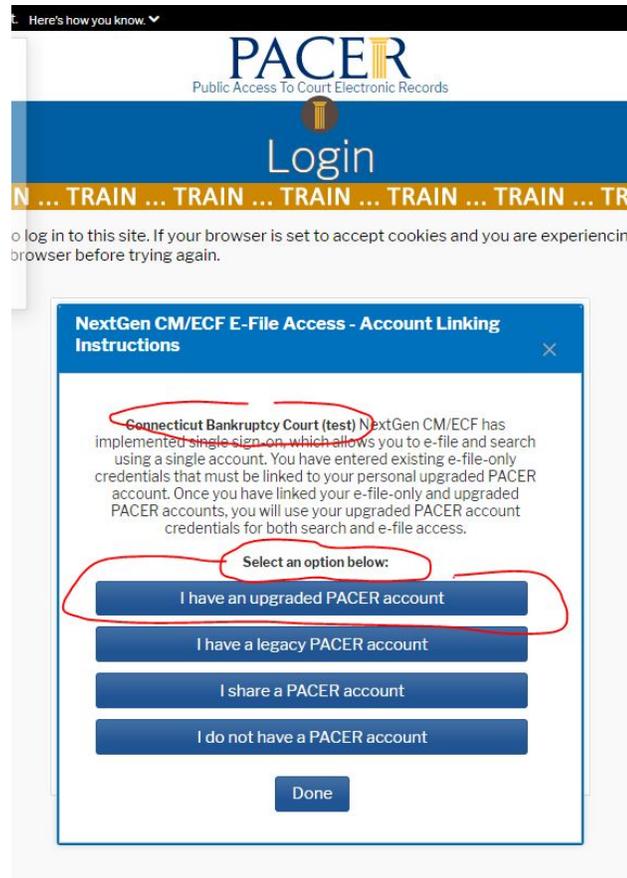
Login Clear

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

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4. **NOTE:** Depending on whether you are signed into PACER, you may either see this screen next or will be at the screen in step #7 below. Confirm which screen you see next and proceed with the linking.

If you're on this screen and if you have an *upgraded* PACER account, select the top option, otherwise create/upgrade one using the appropriate option.



5. Then you should be directed to this screen. If you have a **PACER** account and know your **PACER** username and password, click on the link in the first option.

Here's how you know. ▾

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log in to this site. If your browser is set to accept cookies and you are experiencing p
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NextGen CM/ECF E-File Access - Account Linking Instructions ×

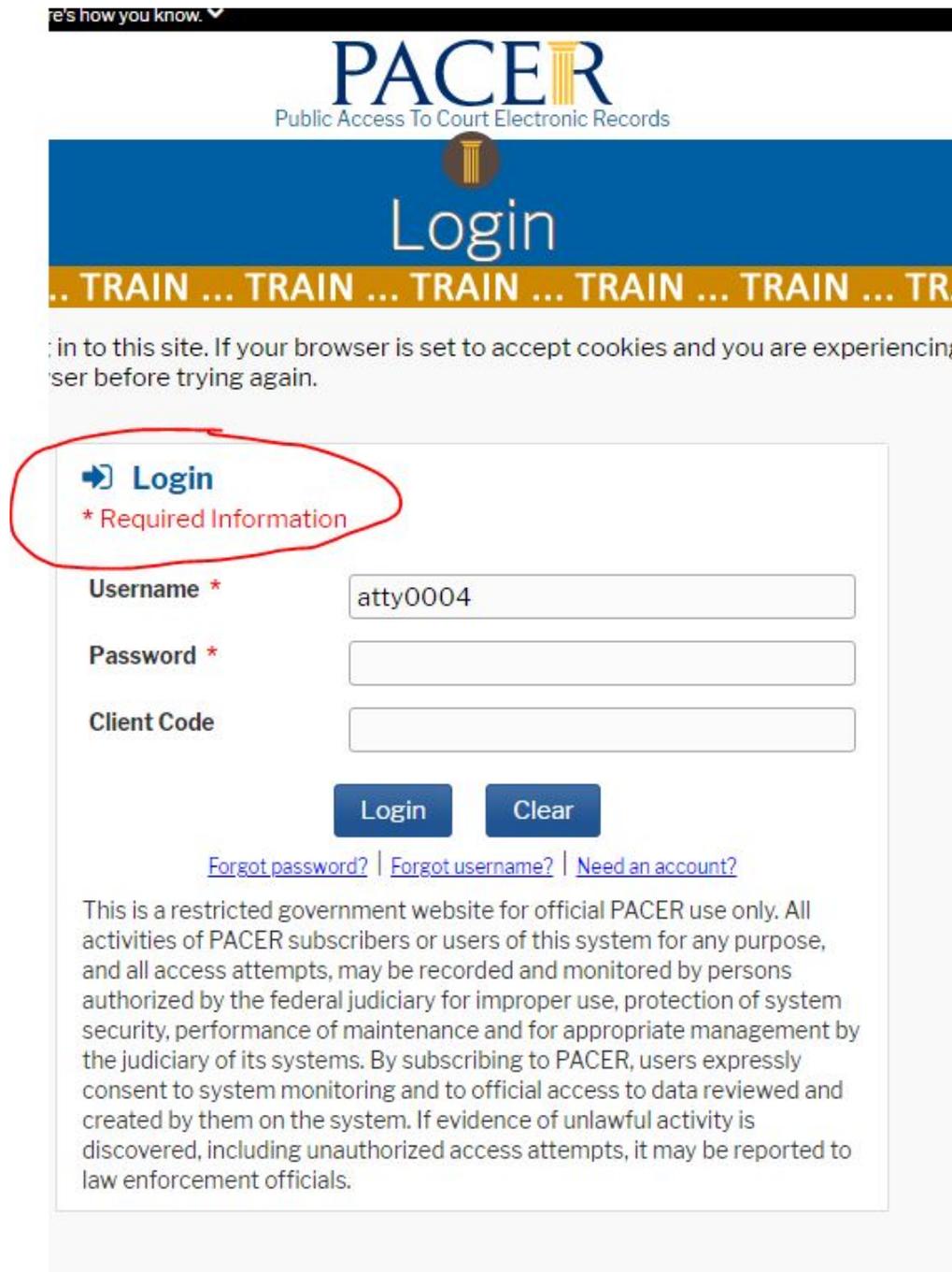
You must link your existing e-file account to your upgraded PACER account. ~~Follow the steps listed below:~~

1. Log in to the [Connecticut Bankruptcy Court \(test\)](#) NextGen CM/ECF system using your upgraded PACER credentials.
2. Select **Utilities > NextGen Release 1.1 Menu Items > Link a CM/ECF account to my PACER account**; then enter your existing e-file-only login and password.
3. Your upgraded PACER account will now be linked to your CM/ECF e-file account. From this point forward, use your upgraded PACER credentials to log in to NextGen CM/ECF for this court.
4. You may only link one account to your upgraded PACER account on the linking screen. If you want to link additional e-filing accounts, please contact the court directly for assistance.
5. Updates to your account should be made at the PACER Service Center using [Manage My Account](#). These updates will be sent to the court for processing.

[Back](#) [Done](#) [Print](#)

6. Notice that the Bankruptcy Court title is no longer on the login screen. This is asking for your **PACER** credentials. You will now enter your **PACER** username and password.

(atty0004 is only an example – you should enter your own PACER username and password)



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Login

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ser before trying again.

Login
* Required Information

Username *

Password *

Client Code

Login **Clear**

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

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7. You should be directed to the familiar CM/ECF landing page, but with limited menu options at the top (Bankruptcy and Adversary Menus are missing). Click on “Utilities.”



8. Then click on “Link a CM/ECF account to my PACER account”



9. Enter in your **CM/ECF** username and password.

CM**ECF** [Query](#) [Reports](#) [Utilities](#) [Help](#) [Log Out](#)

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 Next PACER account to your old CM/ECF e-filing account. Press Submit to link the account.

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)

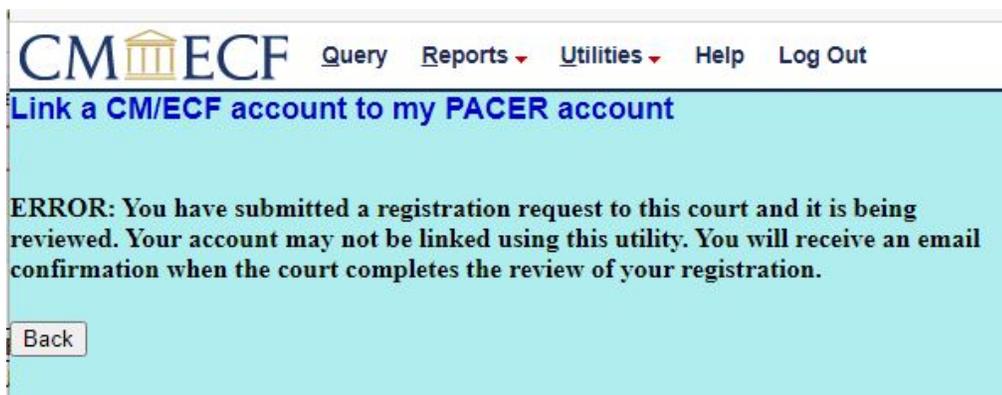
[More about Upgraded PACER account](#)

10. Review the CM/ECF and PACER accounts you're about to link together. Once reviewed, click submit on the confirmation page.



- 10(a) POTENTIAL ERROR MESSAGE: ***ERROR: You have submitted a registration request to this court and it is being reviewed. Your account may not be linked using this utility. You will receive an email confirmation when the court completes the review of your registration.***

If you receive this error message, it means you submitted a request for e-filing privileges and it remains pending in the Court's queue. Contact the court to request that the request be rejected so that you may link your existing CM/ECF account to your PACER account.

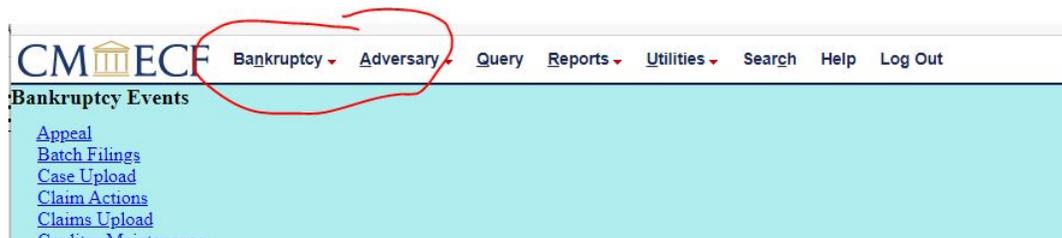


11. You should see this message upon a successful linking of your CM/ECF and PACER accounts. You should also receive an email confirmation.



12. The Bankruptcy and Adversary menu items should now appear across the top of your menu bar. If the menus do not appear, try the following steps:

- Refresh your screen, if that doesn't work, then...
 - Log out, shut down the browser, then..
 - Reopen a browser window and clear cookies, cache and history,
 - Then try logging back into CM/ECF.



The linking process occurs only once. You should not have to re-link your CM/ECF account again.