


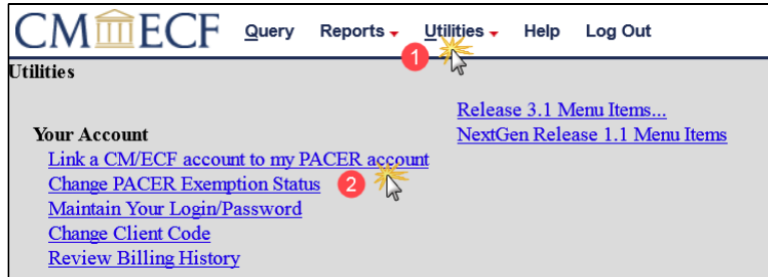
# Link Your PACER & CM/ECF Accounts

Once the Court implements NextGen, your [upgraded PACER account](#) **must** be linked to your CM/ECF filing account to create one Central Sign-On Account.

STEP	ACTION
1	Go to Kentucky Eastern Bankruptcy Court's website: <a href="http://www.kyeb.uscourts.gov">www.kyeb.uscourts.gov</a>
2	<p>Select <b>E-Filing (CM/ECF)</b>.</p> <div data-bbox="727 709 1065 982" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Case Locator (PACER) »</p> <p style="text-align: center; border: 2px solid red;">E-Filing (CM/ECF) »</p> <p style="text-align: center;">Calendar »</p> <p style="text-align: center;">NextGen CM/ECF »</p> </div> <p>Users will be redirected to the PACER login page.</p> <div data-bbox="548 1121 1240 1381" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;">  <p style="text-align: center;">Welcome to the United States Bankruptcy Court for the Eastern District of Kentucky <a href="#">Eastern District of Kentucky - Document Filing System</a></p> </div>
3	<ul style="list-style-type: none"> <li>Enter your new/upgraded PACER Username and Password</li> <li>Select <b>Login</b> - <b>Do NOT log on using a shared firm PACER account.</b></li> </ul> <div data-bbox="581 1535 1208 1948" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>PACER LOGIN</b></p> <p><small>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.</small></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p style="margin: 0;">Login</p> <p style="margin: 5px 0 0 0;"><small>* Required information</small></p> <p style="margin: 0 0 0 20px;">Username *</p> <p style="margin: 0 0 0 20px;">Password *</p> <p style="margin: 0 0 0 20px;">Client Code</p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Login"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center; font-size: small; margin-top: 5px;"> <a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot User Name?</a> </p> <p style="font-size: x-small; margin-top: 10px;"> <b>NOTICE:</b> 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.         </p> </div> </div>

After logging in you will notice the limited menu bar. You have gained access to PACER. Follow the remaining steps below to link your accounts.

- 4**
- 1. Select Utilities**
  - 2. Select Link a CM/ECF account to my PACER account**



- 5**
- Enter your CM/ECF Login and Password
  - Click **Submit**

The screenshot shows the 'Link a CM/ECF account to my PACER account' form. The form contains the following text and fields:

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:

[Forgot login/password](#)  
[More about Upgraded PACER account](#)

- 6**
- Verify the correct CM/ECF and PACER names
  - Click **Submit**

The screenshot shows the confirmation screen for linking accounts. The text reads:

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**
- A confirmation message will appear acknowledging the accounts have been linked.
  - You should also receive an e-mail notification acknowledgement.

**8** The Bankruptcy, Adversary (filing) and other menu items should now appear. If the menus do not appear, try the following steps:

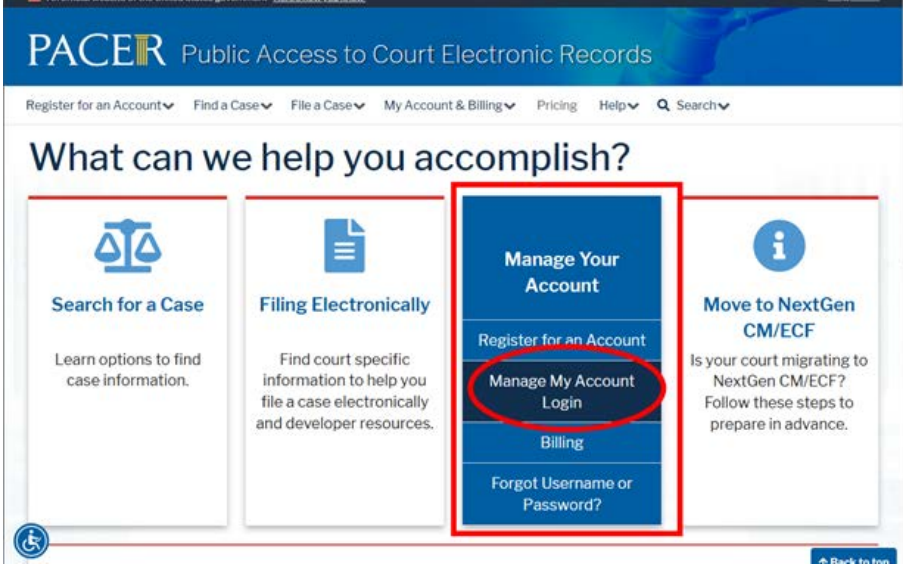
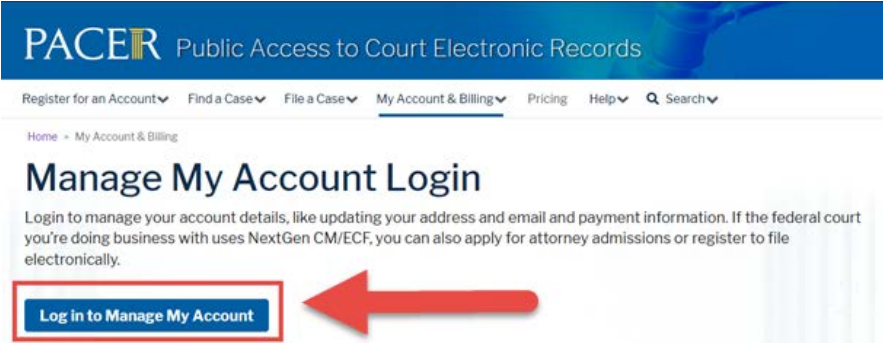
- Refresh your screen.
- Log out, close the browser, then log back in.
- Clear cookies, cache and history.
  - For most browsers: **[Ctrl] + [Shift] + [Delete]**
  - For Mac Safari: **[CMD] + [Alt] + [E]**

## **REMINDERS**

- You will now use your PACER Username and Password to login to both PACER and CM/ECF.
- This is a one-time process for KYEB NextGen. You must complete this process for any additional NextGen Court in which you wish to e-file.
- For non-NextGen Courts, continue accessing CM/ECF via the court's website.

# Upgrading Your PACER Account

If your PACER account was created prior to August 11, 2014 (username will consist of 6 characters), you must upgrade it **before** linking to your NextGen CM/ECF account.

STEP	ACTION
1	Go to <a href="http://www.pacer.uscourts.gov">www.pacer.uscourts.gov</a>
2	<ul style="list-style-type: none"><li>• Hover your cursor over <b>Manage Your Account</b></li><li>• Select <b>Manage My Account Login</b></li></ul>  <ul style="list-style-type: none"><li>• Click <b>Log in to Manage My Account</b></li></ul> 

3

Log on with your PACER Username and Password

The screenshot shows the PACER website's 'Manage My Account' page. At the top, the PACER logo is displayed with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue header with the text 'Manage My Account'. A sub-header reads: 'Enter your PACER credentials to update personal information, register to e-file an online payment, or to perform other account maintenance functions.' The main content area features a 'Login' section with a red asterisk indicating 'Required Information'. It includes input fields for 'Username \*' and 'Password \*', and buttons for 'Login', 'Clear', and 'Cancel'. Below the login fields are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A disclaimer at the bottom states: 'This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.'

4

Your account type will be listed as Legacy PACER Account. Click the “Upgrade” link.

**NOTE:** If your account type is listed as Upgraded PACER Account, you already have an upgraded account, and no action is required.

The screenshot shows the 'MANAGE MY ACCOUNT' page for a user named John Public. The page has a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US. On the left is a 'PACER Links' sidebar with options like Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area displays account information: Account Number (7001101), Username (tr1101), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Legacy PACER Account). A red box highlights the 'Upgrade' link next to the Account Type, with a red arrow pointing to it. There is also a 'Logout' button in the top right. Below the account information is a 'Usage' tab selected from a menu (Settings, Maintenance, Passwords, Usage). Under the Usage tab, there are links for 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Preferences'.

5

You are directed to the Upgrade PACER Account page. Verify your personal information and update/enter all required information in each tab.

- **Person Tab:** Enter your date of birth.
- **User Type:** Select a user type from the list, if one was not previously selected. (Select the user type that best describes the individual or organization associated with this account.)
- **Click Next**

The screenshot shows a registration form with three tabs: 'Person', 'Address', and 'Security'. The 'Person' tab is active. Under the heading '\* Required Information', there are several fields: 'Prefix' (dropdown), 'First Name \*' (text input with 'John'), 'Middle Name' (text input), 'Last Name \*' (text input with 'Public'), 'Generation' (dropdown), 'Suffix' (dropdown), 'Date of Birth \*' (calendar icon), 'Email \*' (text input with 'johnpublic@gmail.com'), 'Confirm Email \*' (text input with 'johnpublic@gmail.com'), and 'User Type \*' (dropdown menu with 'INDIVIDUAL' selected). At the bottom are 'Next', 'Reset', and 'Cancel' buttons. Red boxes highlight the 'Date of Birth' and 'User Type' fields.

- **Address Tab:** To complete the address information, from the County list, select your county.
- **Click Next**

This screenshot is identical to the one above, showing the 'Person' tab of the registration form. The 'Date of Birth' and 'User Type' fields are highlighted with red boxes. The 'User Type' dropdown is set to 'INDIVIDUAL'.

- **Security Tab:** Create a new Username, Password, and Security Questions.
- Click **Submit**



The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active. The form contains the following fields:

- Required Information** (indicated by a red asterisk):
- Username \***: A text input field.
- Password \***: A text input field.
- Confirm Password \***: A text input field.
- Security Question 1 \***: A dropdown menu with the text 'Select a Question'.
- Security Answer 1 \***: A text input field.
- Security Question 2 \***: A dropdown menu with the text 'Select a Question'.
- Security Answer 2 \***: A text input field.

At the bottom of the form, there are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'.

**6** Your PACER account is now upgraded.

A dialog box displays confirming the upgrade was successful. You are no longer able to use your old PACER username and password.

For additional assistance, please contact the PACER Service Center at 1-800-676-6856