

LINK your upgraded PACER ACCOUNT to your CM/ECF ACCOUNT¹

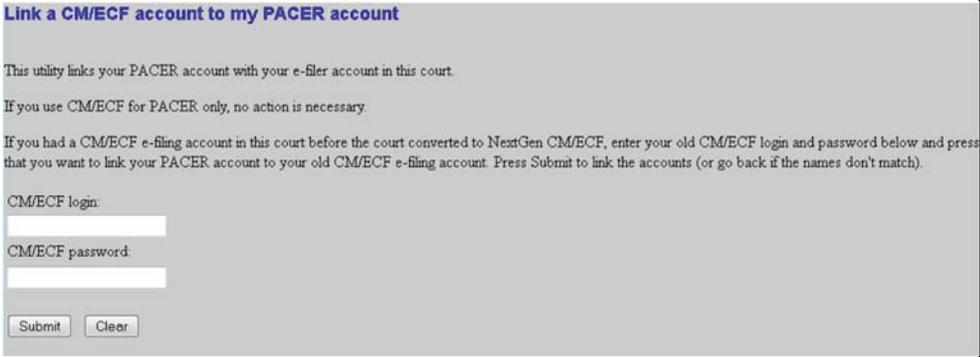
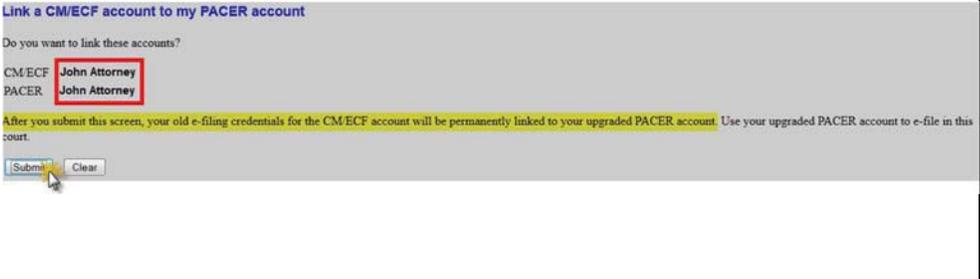
Complete this process IF:

1. You have an **upgraded, individual** PACER account, and
2. You would like to e-file in CM/ECF.

Steps to link your accounts

STEP	SCREEN
<p>1. Click on the E-Filing (CM/ECF)>> button on the left-side menu on the Western District of Michigan's website, www.miwd.uscourts.gov.</p>	
<p>2. Click on the Western District of Michigan – Document Filing System link</p>	
<p>3. Log in with your upgraded PACER username and password.</p>	
<p>4. On the new CM/ECF menu bar, click on Utilities.</p> <p>(Notice that Civil and Criminal do not appear as options on this menu. This confirms that you are currently logged in as a PACER user.)</p>	

¹ **NOTE that linking accounts cannot be accomplished until the Western District of Michigan is LIVE on NextGen on Monday, August 26, 2019. This is a one-time procedure.**

STEP	SCREEN
<p>5. Under the Your Account heading, click to select Link a CM/ECF account to my PACER account.</p>	
<p>6. Enter your current CM/ECF login and password. Click Submit.</p>	
<p>7. Ensure that the CM/ECF account and the PACER account listed are accurate, and that you are linking your individual PACER account (NOT a shared firm account) to your CM/ECF account. If so, click Submit.</p>	
<p>8. Congratulations! You have successfully linked your account. Click on one of the CM/ECF menu items. You should now see the Civil and Criminal menu items appear.</p>	 <p>Note: If you don't see the Civil and Criminal options right away, close out of your browser and log in again.</p>