Link PACER Account to NextGen CM/ECF

After the Court has upgraded to NextGen CM/ECF (on or after September 28, 2015), you must link your upgraded PACER account to your Oregon Bankruptcy CM/ECF (filing) account. This is a one-time procedure. After that, you will use your PACER username and password to e-file documents with the Court.

Step	Action
1	Click on the E-Filing link on the District of Oregon's website www.orb.uscourts.gov or go to <u>https://ecf.orb.uscourts.gov</u>
	Case Locator (PACER) »
	E-Filing (CM/ECF) »
	Proof of Claim (ePOC) »
	Obtain Document Copies »
2	Click on the Login button or the District of Oregon – Document Filing System link
	Welcome to the U.S. Bankruptcy Court for the District of Oregon
	Click Here to Login
	District of Oregon - Document Filing System
3	You will be taken to the PACER LOGIN page. Login with your upgraded PACER account (see instructions for Upgrading Your PACER Account). Enter your Username and Password and select Login .
	PACER LOGIN
	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.
	Login
	Username * *
	Password * *
	Login Clear Cancel
	Need an Account? Forgot Your Password? Forgot User Name?
	NOTICE: 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.

Step	Action
4	Go to Utilities on the menu bar
	CM ECF Query Reports - Utilities - Help Log Out
5	Go to Link a CM/ECF account to my PACER account
	Witilities ECF Assistance Into LBFs Your Account Miscellaneous Links to Other Courts NextGen Items Maintain Your Login/Password Mailings Links to Other Courts NextGen Items Change PACER Exemption Status Verify a Document Court Information Link a CM/ECF account to my PACER account Internet Payments Due Maintain Your ECF Account Court Information Maintain Your PACER Account Wew Your Transaction Log Verw Your Transaction Log Here Status Here Status
6	Enter your CM/ECF login and password. This is the court issued account you have been using for filing documents . If you do not know the information on or after September 28, 2015, you must contact the court. Hint: The CM/ECF login is typically your last name and first initial, up to 8 characters. However, some logins do not follow this convention.
7	Click Submit
8	Ensure that the CM/ECF name and PACER names match. Click Submit
	Link a CM/ECF account to my PACER account Do you want to link these accounts? CM/ECF John Attorney PACER John Attorney PACER John Attorney CM/ECF John Attor
9	Note that the accounts are linked. You will now use your PACER account for filing documents in Oregon Bankruptcy Court's CM/ECF system.
	Link a CM/ECF account to my PACER account The CM/ECF account for John Attorney is now linked to your CSO account.
10	Click on one of the menu item on the menu bar (except Log Out).
	Query <u>R</u> eports - <u>U</u> tilities - Search Help Log Out
11	The Bankruptcy and Adversary (filing) menu items now appear along with the others. This account is now ready for filing documents. $\underline{CM\widehat{\boxplus}ECF}_{Bankruptcy}, Adversary, Query Reports, Utilities, Search Events Help Log Out}$

Step	Action
12	If the menus do not appear, try the following actions:
	 Refresh your screen. Log out, shut down the browser, and log back in. Clear cookies, cache, and history. Shut down the browser and log back in.