

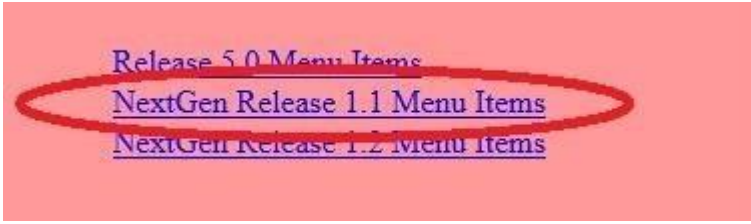
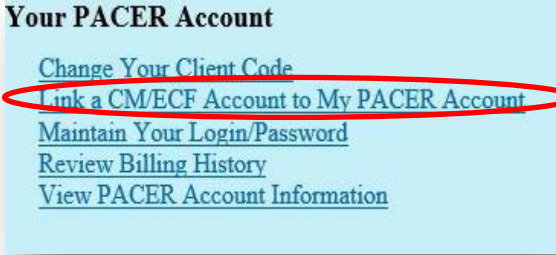
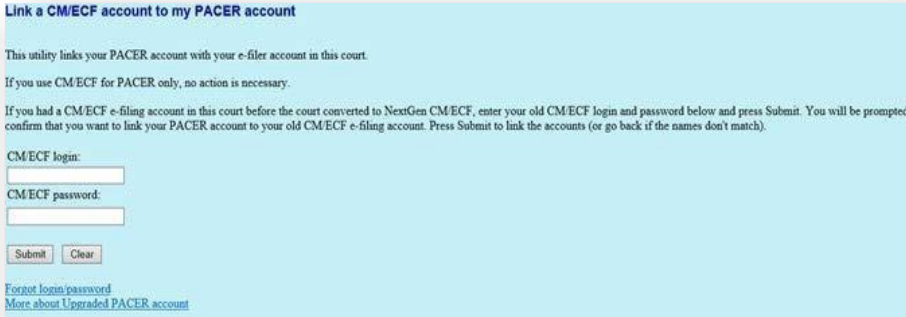


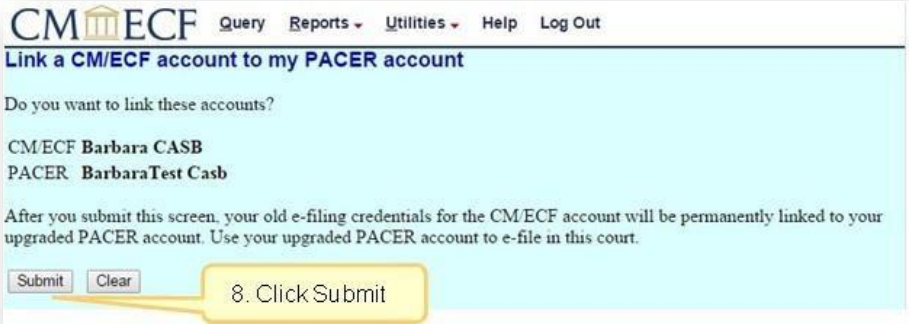

Link Your PACER & CM/ECF Account

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. This will only have to be done once. Below are the steps to link your PACER and CM/ECF Accounts.

STEP	ACTION
1	Go to West Virginia Southern Bankruptcy Court's Website www.wvsb.uscourts.gov/
2	Select E-Filing (CM/ECF) . <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Case Locator (PACER) »</p> <p style="text-align: center;">E-Filing (CM/ECF) »</p> <p style="text-align: center;">FAQs »</p> <p style="text-align: center;">File A Proof of Claim »</p> </div>
3	Users will be redirected to the PACER Login page.
4	Enter your new/upgraded PACER Username and Password then select Login . <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;">  </div>
6	After logging in you will notice the limited menu bar. You have gained access to PACER. Follow the remaining steps to link your accounts.

STEP	ACTION
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7	 <p>In the Menu Bar at the top, select Utilities.</p>
8	<p>Select NextGen Release 1.1 Menu Items.</p> 
9	<p>Select Link a CM/ECF Account to My PACER Account.</p> 
10	 <p>Enter your CM/ECF Login and Password.</p>

STEP	ACTION
11	Select Submit .
12	 <p>Verify the correct CM/ECF and PACER names.</p>
13	Select Submit .
14	<ul style="list-style-type: none"> A confirmation message will appear acknowledging the  <ul style="list-style-type: none"> accounts have been linked. You should also receive an e-mail notification acknowledgement.
15	The Bankruptcy, Adversary (filing) and other menu items should now appear.
16	<p>If the menus do not appear, try the following steps:</p> <ul style="list-style-type: none"> Refresh your screen. Log out, shut down the browser, then log back in. Clear cookies, cache and history. Shut down the browser, then log back in.
<p style="text-align: center;">Reminders</p> <ul style="list-style-type: none"> You will now use your PACER Username and Password to login to both PACER and CM/ECF. Remember this is a one-time process for W/VS NextGen. You will need to complete this process for any additional NextGen Court you wish to e-file. For non-NextGen Courts, continue accessing CM/ECF via the Court's website. 	

