

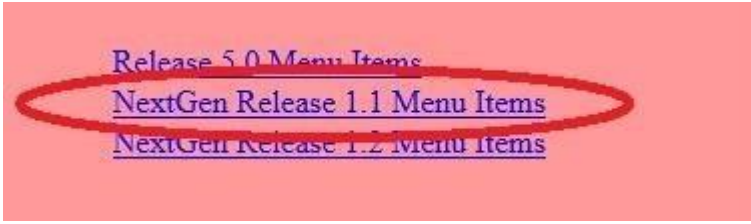
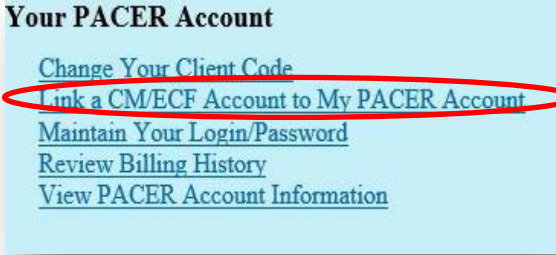
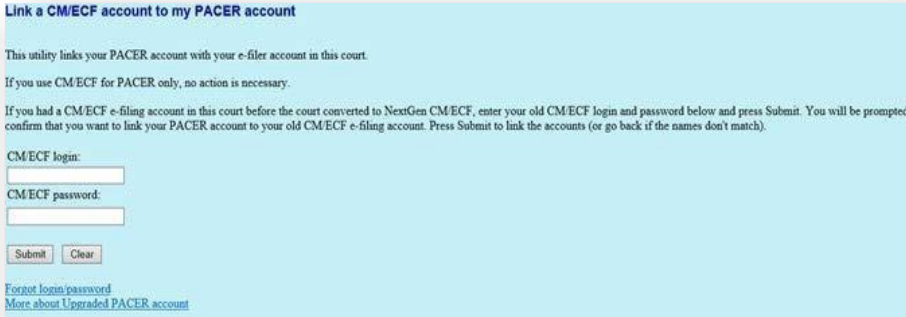


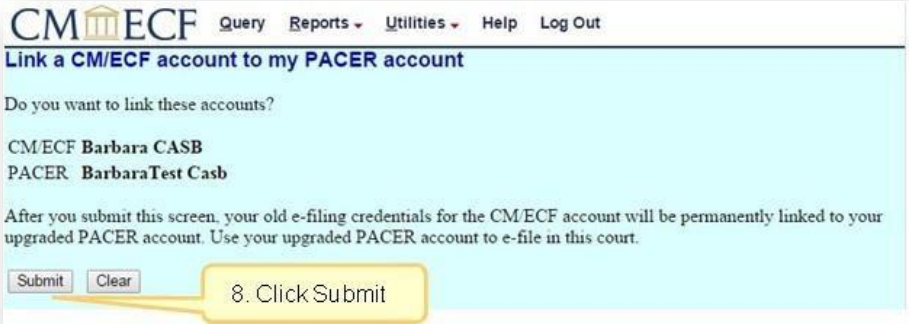

## Link Your PACER & CM/ECF Account

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 Northern Bankruptcy Court's Website <a href="http://www.wvsb.uscourts.gov">www.wvsb.uscourts.gov</a>
2	Select <b>E-Filing (CM/ECF)</b> . <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Case Locator (PACER) »</b></p> <p style="text-align: center;"><b>E-Filing (CM/ECF) »</b></p> <p style="text-align: center;"><b>FAQs »</b></p> <p style="text-align: center;"><b>File A Proof of Claim »</b></p> </div>
3	Users will be redirected to the PACER Login page.
4	Enter your new/upgraded PACER Username and Password then select <b>Login</b> . <div style="border: 1px solid #ccc; 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
------	--------

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

STEP	ACTION
11	Select <b>Submit</b> .
12	 <p>Verify the correct CM/ECF and PACER names.</p>
13	Select <b>Submit</b> .
14	<ul style="list-style-type: none"> <li>A confirmation message will appear acknowledging the</li> </ul>  <ul style="list-style-type: none"> <li>accounts have been linked.</li> <li>You should also receive an e-mail notification acknowledgement.</li> </ul>
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"> <li>Refresh your screen.</li> <li>Log out, shut down the browser, then log back in.</li> <li>Clear cookies, cache and history. Shut down the browser, then log back in.</li> </ul>
<p style="text-align: center;"><b>Reminders</b></p> <ul style="list-style-type: none"> <li>You will now use your PACER Username and Password to login to both PACER and CM/ECF.</li> <li>Remember this is a one-time process for W/VS NextGen.</li> <li>You will need to complete this process for any additional NextGen Court you wish to e-file.</li> <li>For non-NextGen Courts, continue accessing CM/ECF via the Court's website.</li> </ul>	

