

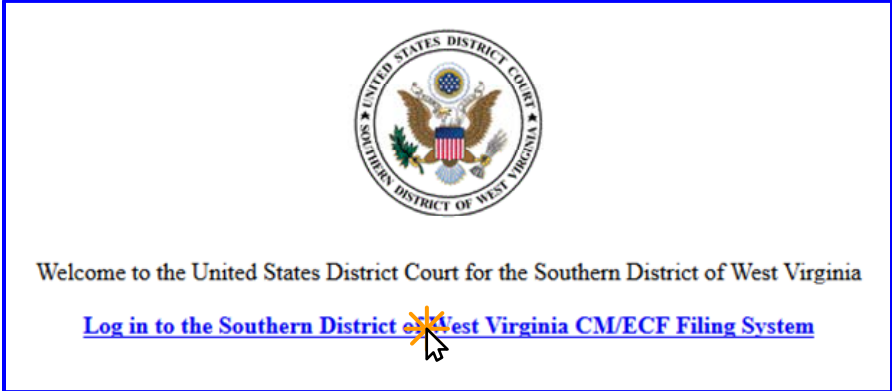


LINKING YOUR CURRENT WVSD CM/ECF ACCOUNT TO YOUR INDIVIDUAL UPGRADED PACER ACCOUNT

The Southern District of West Virginia will “Go-Live” on NextGen CM/ECF on June 11, 2018 so you must link your existing WVSD CM/ECF account to your individual upgraded PACER account to access the filing system. Linking is a one-time process that can be completed on or after June 11, 2018. Below are the steps to link your upgraded PACER account and current WVSD CM/ECF account:

Linking Your Current WVSD CM/ECF Account

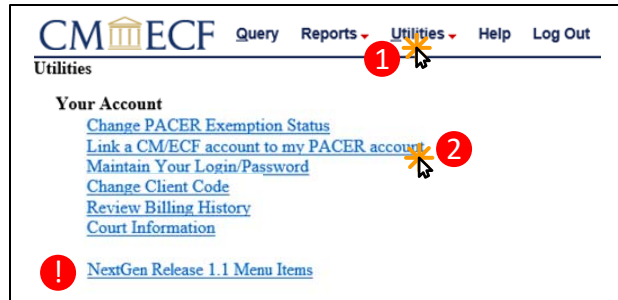
STEP 1 Go to the WVSD CM/ECF site at <https://ecf.wvsd.uscourts.gov> Click on the [CM/ECF Filing System](#) link.



STEP 2 Log on with your individual upgraded PACER username and password. **Do not log on using a shared PACER account.**

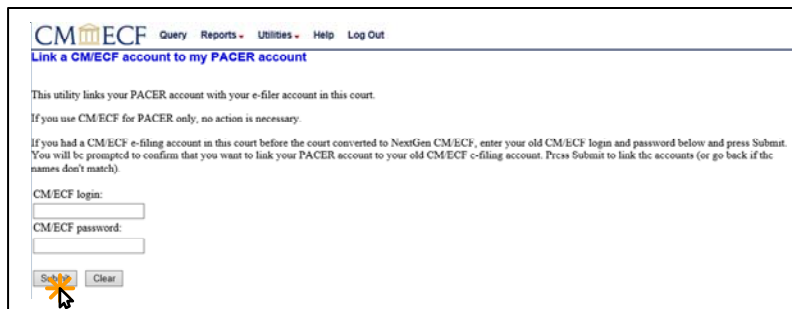


STEP 3 Click **Utilities**, **1** and then click the **Link a CM/ECF account to my PACER account** link. **2**

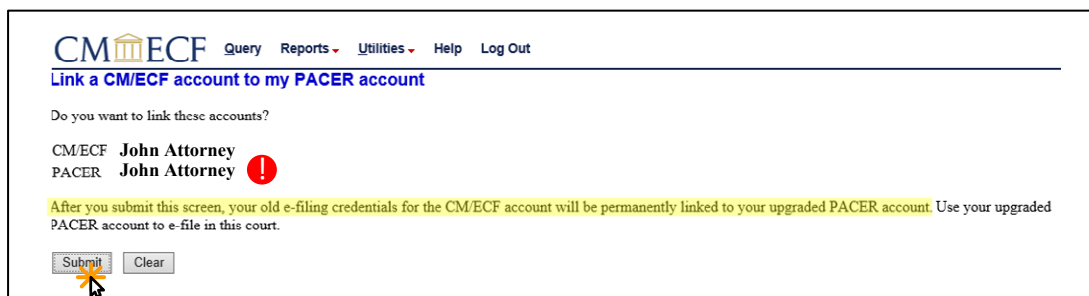


! **NOTE:** If you do not see the **Link a CM/ECF account to my PACER account** link on the Utilities page, please click on the **NextGen Release 1.1 Menu Items** link.

STEP 4 Enter your current WVSD CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Click **Submit**.



STEP 5 Verify that the WVSD CM/ECF account and upgraded PACER account information listed are accurate. If so, click **Submit**.



! **NOTE:** Make sure you are linking to your individual upgraded PACER account.

STEP 6 You have successfully linked your accounts. You will now use your upgraded PACER account to access both PACER and NextGen CM/ECF for the Southern District of West Virginia. Click on any link (except Log Out) to refresh the screen and view the Civil and Criminal menu items for filing.