

ATTORNEYS ADMITTED TO NDFL PRIOR TO NOVEMBER 23, 2015 INSTRUCTIONS TO LINK PACER ACCOUNT TO CM/ECF ACCOUNT

1. Click on the CM/ECF link on the Northern District of Florida's website www.flnd.uscourts.gov or go to <https://ecf.flnd.uscourts.gov>
2. Click on the **Northern District of Florida – Document Filing System** link.
Welcome to the U.S. District Court for the Northern District of Florida

[Northern District of Florida - 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.



4. Go to **Utilities** on the bar menu.

[Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [What's New](#)

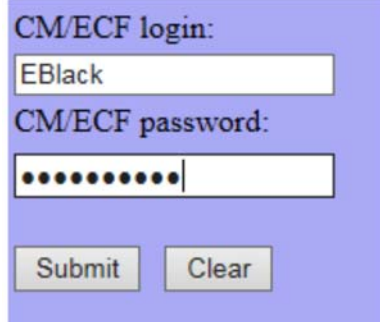
5. Click on **Link a CM/ECF account to my PACER account**.

NextGen Release 1.1 Menu Items

[Link a CM/ECF account to my PACER account](#)
[Change PACER Exemption Status](#)
[Maintain Your Login/Password](#)
[Bar Admission](#)

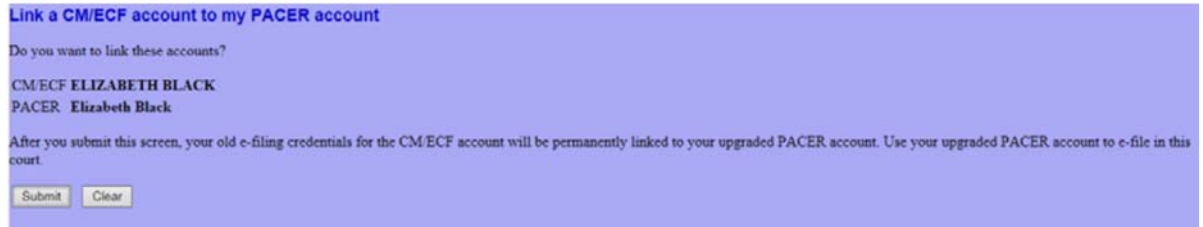
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6. Enter your CM/ECF login and password. This is the court issued account you have been using **for filing documents**.



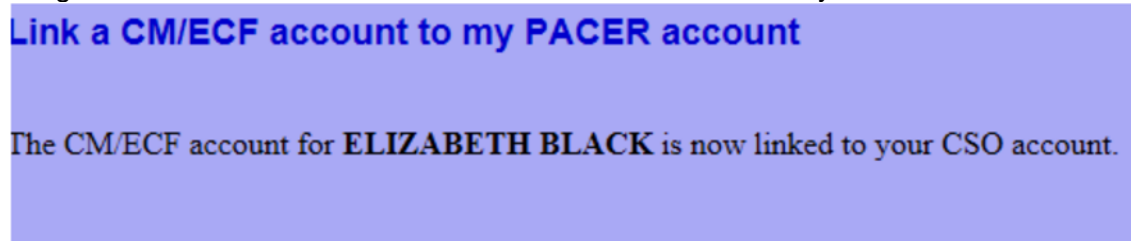
CM/ECF login:
EBlack
CM/ECF password:
.....
Submit Clear

7. Click **Submit**.
8. Ensure that the CM/ECF and PACER names match and click submit.



Link a CM/ECF account to my PACER account
Do you want to link these accounts?
CM/ECF ELIZABETH BLACK
PACER Elizabeth Black
After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.
Submit Clear

9. Note that the accounts are linked. You will now use your PACER CSO account for filing documents in the Northern District of Florida's CM/ECF system.



Link a CM/ECF account to my PACER account
The CM/ECF account for **ELIZABETH BLACK** is now linked to your CSO account.

10. Click on one of the menu item on the menu bar (except Log Out).



Query Reports Utilities Search Help Log Out

11. The **Civil** and **Criminal** (filing) menu items now appear along with the others. This account is now ready for filing documents.



CM ECF Civil Criminal Query Reports Utilities Search H