## **Link Your PACER and CM/ECF Accounts**

### (After Implementation of NextGen) updated 08/08/25

To electronically file in NextGen, your individual **upgraded** PACER account must be linked to your CM/ECF filing account. This will only have to be done one time.

- 1. Go to <a href="https://ecf.azb.uscourts.gov">https://ecf.azb.uscourts.gov</a>.
- 2. Click on District of Arizona Document Filing System.
- 3. Log on with your individual <u>upgraded</u> PACER username and password. **Do not log on using a shared firm PACER account.**



4. After logging in you will notice a limited menu bar. The Bankruptcy and Adversary menus will not appear until the two accounts have been linked.



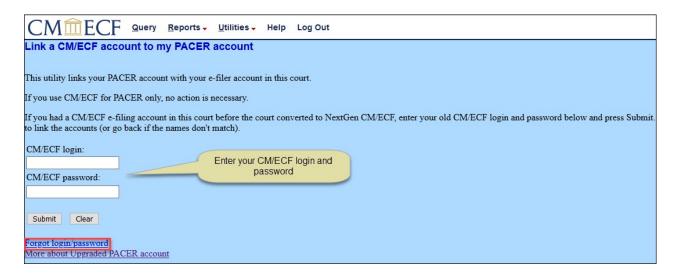
5. Click **Utilities** and then select **Link a CM/ECF account to my PACER account**.



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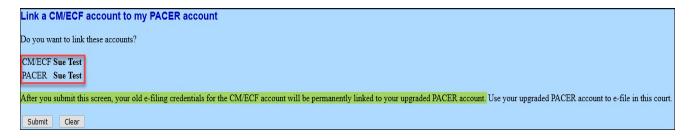
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6. Enter your old CM/ECF login and password. Click Submit.



**NOTE**: If you do not know your login and password, select **Forgot login/password** to reset it or contact the Court's ECF Help Desk at <u>azbml\_all\_dqa@azb.uscourts.gov</u> or call 602-682-4000.

7. Verify the CM/ECF and PACER names are correct, then click **Submit**.



**REMINDER**: Make sure you are linking to your individual PACER account, not a shared firm account.

- 8. A confirmation message will appear acknowledging the accounts have been linked. You will now only use your PACER account to access both PACER and CM/ECF for our court. Your old CM/ECF login and password can no longer be used.
- 9. The Bankruptcy, Adversary and other menu items will now appear.
- 10. If the menus do not appear, try the following steps:
  - 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

# Link Your PACER and CM/ECF Accounts (After Implementation of NextGen)

#### 11. Reminders

- You will now use your PACER username and password to login to both PACER and CM/ECF
- Remember this is a one-time process with our Court
- You will need to complete this process for any additional NextGen Court you wish to e-file
- For any non-NextGen Court, continue using your CM/ECF credentials that were issued by that court
- Do not link more than one ECF account to your PACER account