## LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

Once the court in which you file is live on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account to access the filing system. You must have an upgraded PACER account. If your account was created prior to August 2014, you must first upgrade your account. Linking is a one-time process that can be completed ONLY once the court is live on NextGen CM/ECF. The District of South Carolina will be going LIVE on NextGen on Monday, November 1, 2021.

## **Linking Your Account**

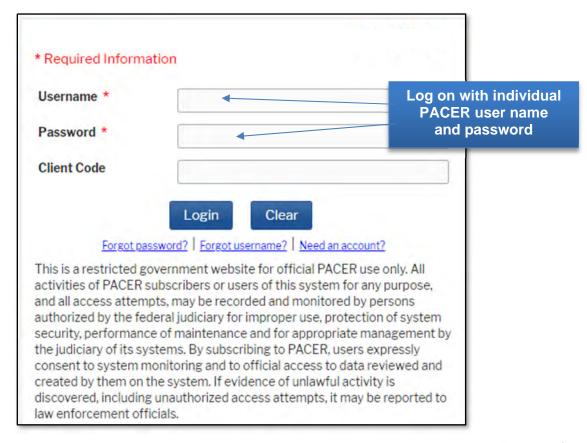
STEP 1 Go to the court's CM/ECF site at <a href="https://ecf.scd.uscourts.gov">https://ecf.scd.uscourts.gov</a>. Click the **Document Filing System** link.



Welcome to the U.S. District Court for the District of South Carolina

District of South Carolina - Document Filing System

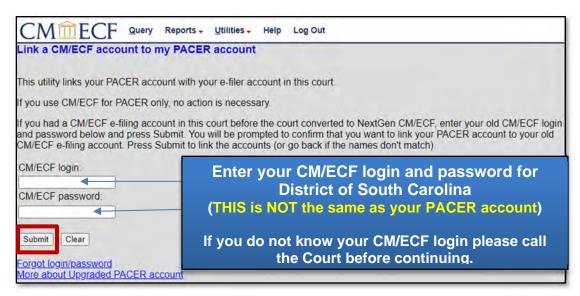
STEP 2 Log on with your individual upgraded PACER username and password. Do not use a shared firm PACER account.



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



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



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



**NOTE:** Make sure you are linking to your <u>individual</u> PACER account.

You have successfully linked your account. You will now use only your PACER account to access both PACER and CM/ECF for this court. Press **F5** or click on Reports to refresh the screen and view the Civil and Criminal menu items for filing.