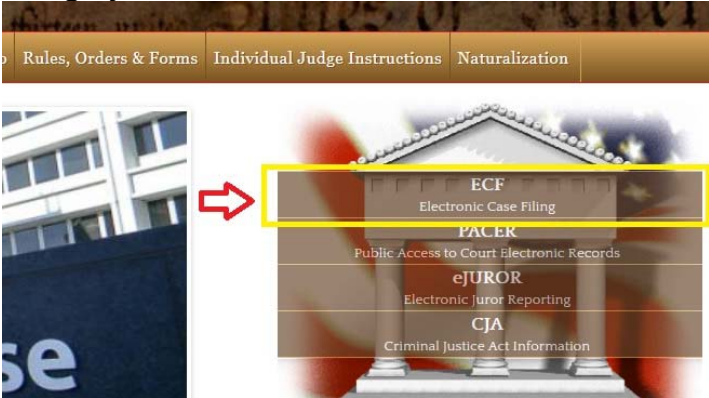




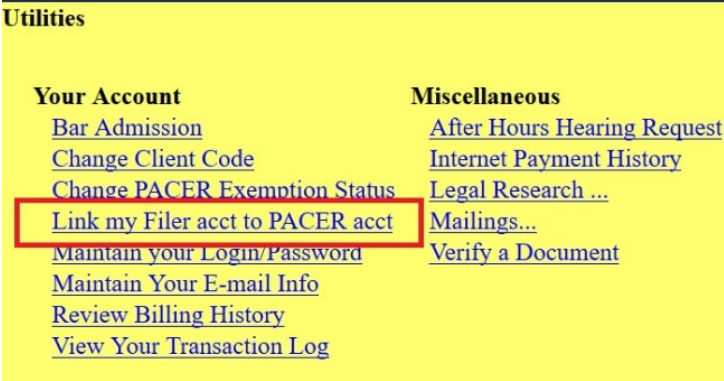
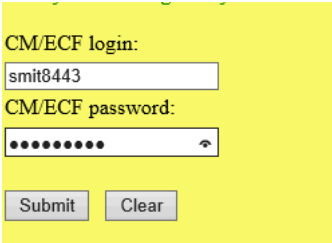

# Link PACER to NextGen CM/ECF

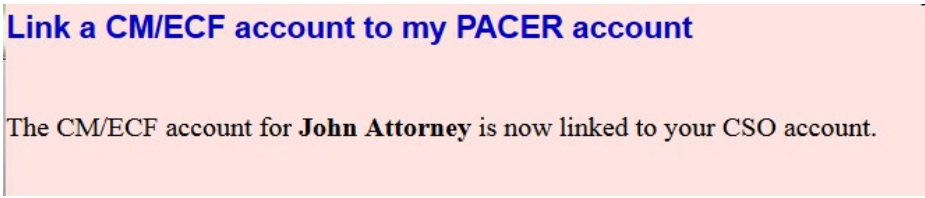

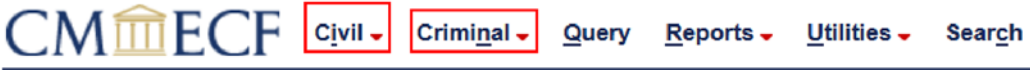
## Procedure

**NOTE:** This process cannot be completed until the Northern District of Georgia has upgraded to NextGen on April 15, 2019.

Prior to filing in, or using, NextGen for the first time you must link your upgraded PACER account to your Northern District of Georgia CM/ECF (filing) account. This is a one-time procedure. After linking your accounts, you will use your PACER account for all filing and viewing access to the court. This is referred to as your Central Sign-On account.

Step	Action
1	<p>Click on the <b>ECF-Electronic Case Filing</b> link on the Northern District of Georgia's website <a href="http://www.gand.uscourts.gov">www.gand.uscourts.gov</a> OR <a href="https://ecf.gand.uscourts.gov">https://ecf.gand.uscourts.gov</a> and then click <b>Log in to CM/ECF Document Filing System</b>.</p>  <p style="text-align: center;">  <a href="#">Log in to CM/ECF Document Filing System</a> </p> <hr/> <p style="text-align: center;">NextGen v1.3 TEST Database</p>
2	<p>You will be taken to the PACER LOGIN page. Log in with your <b>upgraded PACER</b> account (see instructions for Upgrading Your PACER account, if necessary). Enter your <b>Username</b> and <b>Password</b> and select <b>Login</b>.</p> <p><b>PACER LOGIN</b></p> <p>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.</p> <div data-bbox="488 1562 1357 1927" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4f81bd; color: white; padding: 5px; border-radius: 5px;">Login</div> <div style="margin-top: 10px;"> <p><b>Username *</b> <input style="width: 100%;" type="text"/></p> <p><b>Password *</b> <input style="width: 100%;" type="password"/></p> <p><b>Client Code</b> <input style="width: 100%;" type="text"/></p> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Login"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </div> <p style="text-align: center; font-size: small; margin-top: 5px;"> <a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot User Name?</a> </p> <p style="font-size: x-small; margin-top: 10px;"> <b>NOTICE:</b> This is a restricted government web site for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.         </p> </div>

Step	Action
3	Check the pop-up box acknowledging you are responsible for redaction.
4	Click <b>Utilities</b> on the menu bar 
5	Click <b>Link my Filer acct to PACER acct.</b> 
6	Enter your CM/ECF login and password. This is the court issued account you use for <b>e-filing in this district</b> . If you do not know your password, you must contact the Court for assistance at 404-215-1600.  <i>Hint: The CM/ECF login is typically the first four characters of your last name, all in lower case, followed by 4 digits, e.g. smit8443.</i>  
7	Click <b>Submit</b>
8	Ensure that the CM/ECF name and PACER names match. Click Submit 

Step	Action
9	<p>You will get a message that the accounts are linked. You will now use your PACER account for electronic filings in the CM/ECF system.</p> 
10	<p>Click on one of the menu items on the menu bar (except Log Out) to update the menu.</p> 
11	<p>The <b>Civil</b> and <b>Criminal</b> (filing) menu items now appear along with the others. This account is now ready for filing documents.</p> 
12	<p>Now that your account is linked, to access CM/ECF in the future, you must use your PACER username and password.</p>

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**Link PACER to NextGen CM/ECF**