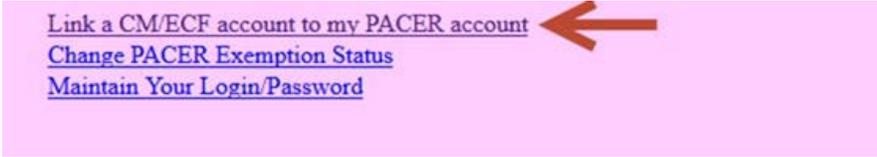


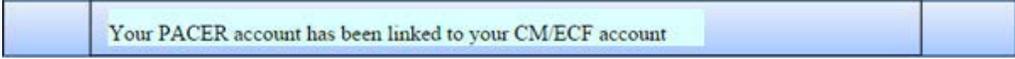
## Link Your PACER & NextGen CM/ECF Accounts

**NOTE:** This process cannot be completed until the District of Delaware has upgraded to NextGen CM/ECF on May 4, 2020.

Once the court implements NextGen, your upgraded PACER account must be linked to your 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 District of Delaware.

STEP	ACTION
1	<p>Click on the <b>E-Filing</b> link on the District of Delaware’s website <a href="http://www.ded.uscourts.gov">http://www.ded.uscourts.gov</a> and then click the court’s <b>Document Filing System</b> link to access the system.</p> <div data-bbox="360 720 721 1014" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Case Locator (PACER) »</p> <p><b>E-Filing (CM/ECF) »</b> ←</p> <p>e-Juror »</p> <p>eVoucher (CJA) »</p> </div> <p style="text-align: center;"><b>OR</b></p> <p>go to <a href="https://ecf.ded.uscourts.gov">https://ecf.ded.uscourts.gov</a> and click on <b>District of Delaware – Document Filing System</b>.</p> <p><a href="#">District of Delaware - Document Filing System</a></p>
2	<p>You will be taken to the PACER <b>Login</b> page. Log in with your upgraded PACER account (see instructions for Upgrading Your PACER account, if necessary). Enter your Username and Password and select Login. <b><u>Do not log on using a shared PACER account.</u></b></p> <div data-bbox="360 1476 1118 1862" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #4f81bd; color: white; padding: 2px 5px; font-weight: bold;">Login</div> <p><small>* Required Information</small></p> <p>Username * <input type="text"/></p> <p>Password * <input type="password"/></p> <p>Client Code <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Login"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center;"><small><a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot User Name?</a></small></p> <p><small>NOTICE: 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.</small></p> </div>

3	<p>After logging in you will notice the limited menu bar. You have gained access to PACER. Go to <b>Utilities</b> on the menu bar. Select Next Gen Release Items.</p> 
4	<p>Select <b>Link a CM/ECF account to my PACER account</b>.</p> 
5	<p>Enter your CM/ECF login and password and press submit. This court issued account is the one you use <b>for filing pleadings or viewing documents in criminal cases</b>.</p> <p>You must contact the court if you need to have your password reset.</p> 
6	<p>Make sure you are linking to your individual, upgraded PACER account. <u>Verify you have entered the correct CM/ECF and PACER names</u>. If not, do not proceed. Call the court for assistance. Click <b>Submit</b> if the two accounts to be linked are correct.</p> 

7	<p>A confirmation message will appear. Your old e-filing credentials for CM/ECF are now permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in the District of Delaware. Your old CM/ECF login and password can no longer be used.</p> 
8	<p>Click on one of the menu items on the menu bar (except Log Out) to update the menu.</p> 
9	<p>The <b>Civil</b> and <b>Criminal</b> (filing) menu items now appear along with the others. This account is now ready for you to e-filing documents.</p> 
10	<p>If the Civil and Criminal menu items do not appear, try the following steps:</p> <ul style="list-style-type: none"> <li>• Refresh your screen</li> <li>• Log out, shut down the browser, then log back in</li> <li>• Clear cookies, cache and history, shut down browser and then log back in</li> </ul>
	<p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>• You will now use your PACER username and password to log into the District of Delaware to both view documents and e-file pleadings with the Court</li> <li>• You will need to complete the linking process for each additional court where you e-file as they go-live on NextGen CM/ECF</li> <li>• For courts who have not converted to NextGen, continue to e-file with the CM/ECF login and password for that court</li> </ul>