



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

**NOTE:** You cannot complete this process until **AFTER** our court is live on NextGen on September 27, 2021. You must complete this process to be able to file in our CM/ECF database. You will **ONLY** have to do this process once.

1.

From the District of Montana home page select E-Filing (CM/ECF)

|                              |   |
|------------------------------|---|
| Case Locator (PACER) »       | <i>Welcome</i><br>Welcome to the official website for the United States District Court for the District of Montana.<br><a href="#">Mission Statement &gt;&gt;</a> |
| <b>X</b> E-Filing (CM/ECF) » |   |
| eJuror »                     |   |
| CJA eVoucher »               |   |

2. Enter you **Upgraded PACER username and password** and click Login

**➔ Montana District Court (test) Login**

*\* Required Information*

**Username \***

**Password \***

**Client Code**

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

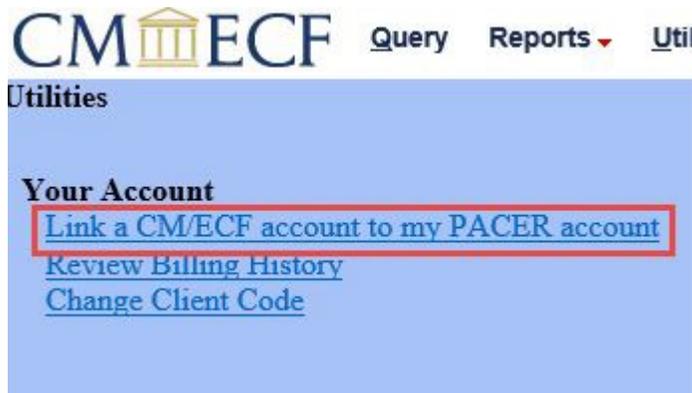
This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.



- 3 Click on **Utilities**



4. Under **Your Account**, select **Link a CM/ECF account to my PACER account**.



5. Enter you CM/ECF Login and Password, then click Submit. If you do not know your CM/ECF login credentials, contact the Help Desk to have them reset.

**Link a CM/ECF account to my PACER account**

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)  
[More about Upgraded PACER account](#)

6. Verify that the CM/ECF and PACER accounts listed are accurate and click Submit.  
**\*\*\*DO NOT link a shared PACER account to your CM/ECF account.**

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

|        |           |
|--------|-----------|
| CM/ECF | Test User |
| PACER  | Test User |

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

7. A confirmation message will appear acknowledging that the accounts have been linked.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Link a CM/ECF account to my PACER account

Your PACER account has been linked to your CM/ECF account

8. The Civil and Criminal menu items will now appear for you. If the menu items do not appear for you, 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.

**REMEMBER: You will now use ONLY your PACER username and password to login to both PACER and the CM/ECF filing system.**