
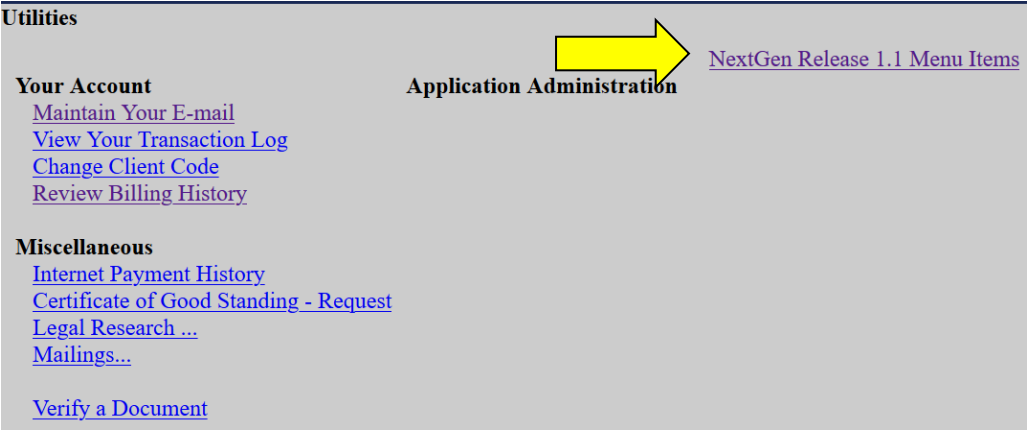
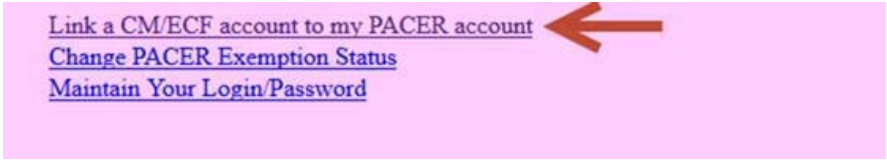





Link Your PACER & NextGen CM/ECF Accounts

NOTE: This process cannot be completed until the Western District of Oklahoma has upgraded to NextGen CM/ECF on August 3rd, 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 Western District of Oklahoma.

STEP	ACTION
1	<p>Click on the E-Filing link on the Western District of Oklahoma's website http://www.okwd.uscourts.gov and then click the court's Document Filing System link to access the system.</p>  <p>OR</p> <p>go to https://ecf.okwd.uscourts.gov and click on Western District of Oklahoma – Document Filing System.</p>
2	<p>You will be taken to the PACER Login 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. <u>Do not log on using a shared PACER account.</u></p> <p>(cont.)</p>

<p>3</p>	<p>After logging in you will notice the limited menu bar. You have gained access to PACER. Go to Utilities on the menu bar. Click “NextGen Release 1.1 Menu Items”.</p>  <p>The screenshot shows a grey menu bar with the following items:</p> <ul style="list-style-type: none"> Utilities Your Account <ul style="list-style-type: none"> Maintain Your E-mail View Your Transaction Log Change Client Code Review Billing History Miscellaneous <ul style="list-style-type: none"> Internet Payment History Certificate of Good Standing - Request Legal Research ... Mailings... Verify a Document <p>A yellow arrow points to the NextGen Release 1.1 Menu Items link.</p>
<p>4</p>	<p>Select Link a CM/ECF account to my PACER account.</p>  <p>The screenshot shows the same menu bar as above, but with a red arrow pointing to the Link a CM/ECF account to my PACER account link.</p>
<p>5</p>	<p>Enter your CM/ECF login and password and press submit. This court issued account is the one you use for filing pleadings or viewing documents in criminal cases.</p> <p>You must contact the court if you need to have your password reset. <i>Hint: The CM/ECF login is typically your Oklahoma bar number</i></p>  <p>The screenshot shows the form titled "Link a CM/ECF account to my PACER account". It contains the following text and fields:</p> <p>This utility links your PACER account with your e-filer account in this court.</p> <p>If you use CM/ECF for PACER only, no action is necessary.</p> <p>If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, e to link the accounts (or go back if the names don't match).</p> <p>CM/ECF login: <input type="text"/></p> <p>CM/ECF password: <input type="password"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p> <p>Forgot login/password More about Upgraded PACER account</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 Submit 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 Western District of Oklahoma. 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 Civil and Criminal (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"> • Refresh your screen • Log out, shut down the browser, then log back in • Clear cookies, cache and history, shut down browser and then log back in <p>Reminders</p> <ul style="list-style-type: none"> • You will now use your PACER username and password to log into the Western District of Oklahoma to both view documents and e-file pleadings with the Court • You will need to complete the linking process for each additional court where you e-file as they go-live on NextGen CM/ECF <p>For courts who have not converted to NextGen, continue to e- file with the CM/ECF login and password for that court</p>