

# Link Your PACER & CM/ECF Account

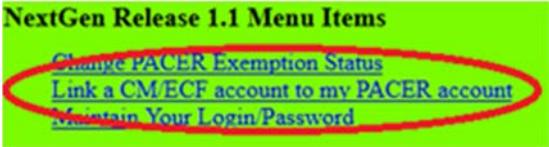
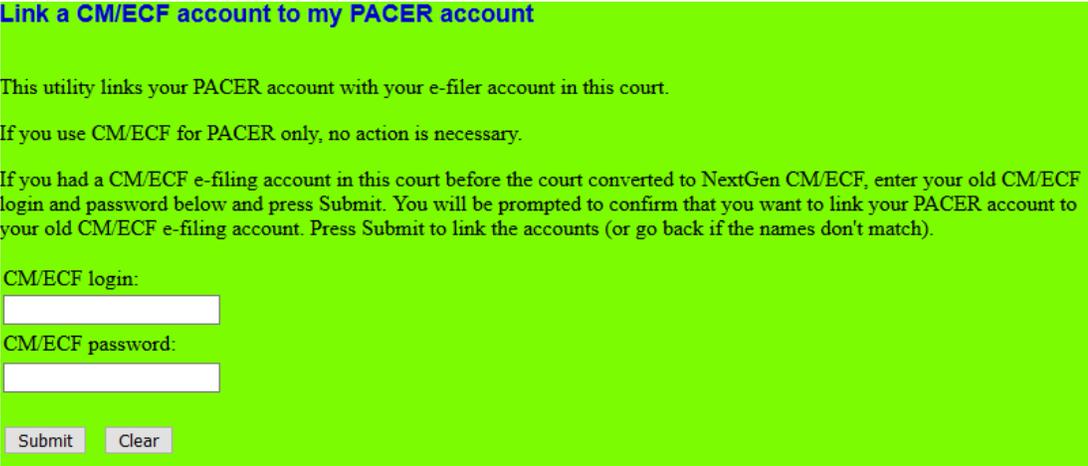


## Create a Central Sign-On

On March 30, 2020, the Wisconsin Western Bankruptcy Court implemented NextGen. Your Upgraded PACER account must be linked to your CM/ECF filing account to create one Central Sign-On Account. This will only have to be done once. Below are the steps to link your PACER and CM/ECF Accounts.

**NOTE:** If you are a legal assistant or paralegal performing this linking for multiple attorneys, it is imperative that you associate the correct PACER account to the corresponding CM/ECF account. When a PACER and CM/ECF account have been linked there is no method to undue or associate to a different account. *(Reminder: Each Attorney will need a separate account.)*

STEP	ACTION
1	Go to Western Wisconsin Bankruptcy Court's Internet Website: <a href="https://www.wiwb.uscourts.gov">https://www.wiwb.uscourts.gov</a>
2	Select E-Filing (EM/ECF) <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Case Locator (PACER) »</p> <p style="text-align: center;">E-Filing (CM/ECF) »</p> <p style="text-align: center;">E-Filing Proof of Claim »</p> <p style="text-align: center;">E-Filing Debtor Education »</p> </div>
3	Users will be redirected to the PACER Login page.
4	Log on with your new/upgraded PACER Username and Password. <b>Do not long on using a shared firm PACER account.</b> <div style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: 300px;"> <p>Wisconsin Western Bankruptcy Court NextGen Login</p> <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"/> </p> <p style="text-align: center; font-size: small;"> <a href="#">Forgot password?</a>   <a href="#">Forgot username?</a>   <a href="#">Need an account?</a> </p> <p style="font-size: x-small;">                     NOTICE: This is a restricted government website 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
5	<p>After logging in you will notice the limited Menu Bar.</p>  <p>You have gained access to PACER. Follow the remaining steps to link your accounts.</p>
6	<p>Select <b>Utilities</b> in the limited Menu Bar.</p> 
7	<p>Select <b>NextGen Release 1.1 Menu Items</b></p> 
8	<p>Select <b>Link a CM/ECF Account to my PACER Account.</b></p> 
9	<p>Enter your <b>current CM/ECF Login and Password</b> for Wisconsin Western Bankruptcy Court.</p> 
10	<p>Select <b>Submit</b>.</p>

STEP	ACTION
11	<p>Verify the correct CM/ECF and PACER names.</p> <p><b>Link a CM/ECF account to my PACER account</b></p> <p>Do you want to link these accounts?</p> <p>CM/ECF <b>testattycg3 wivbcgA</b>  PACER <b>John Public</b></p> <p>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.</p> <p><input type="button" value="Submit"/> <input type="button" value="Clear"/></p>
12	Select <b>Submit</b> .
13	<p>A confirmation message will appear acknowledging the accounts have been linked.</p> <p><b>Link a CM/ECF account to my PACER account</b></p> <p>Your PACER account has been linked to your CM/ECF account</p> <p>You should also receive an e-mail notification acknowledgement.</p>
14	<p>The Bankruptcy, Adversary (filing) and other menu items should now appear.</p> <p> <a href="#">Bankruptcy</a> ▾ <a href="#">Adversary</a> ▾ <a href="#">Query</a> <a href="#">Reports</a> ▾ <a href="#">Utilities</a> ▾ <a href="#">Search</a> <a href="#">Help</a> <a href="#">Log Out</a></p>
15	<p>If the menus 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 the browser, then log back in.</li> </ul>
<p style="text-align: center;"><b>Reminders</b></p> <ul style="list-style-type: none"> <li>• You will now use your PACER Username and Password to login to both PACER &amp; CM/ECF.</li> <li>• Remember this is a one-time process for WIWB NextGen.</li> <li>• You will need to complete this process for any additional NextGen Courts you wish to e-file with.</li> <li>• For non-NextGen Courts, continue accessing CM/ECF via the Court's website.</li> <li>• For further assistance, contact: <ul style="list-style-type: none"> <li>○ PACER Help: <a href="https://www.wiwb.uscourts.gov/pacer-help">https://www.wiwb.uscourts.gov/pacer-help</a></li> <li>○ CM/ECF HelpDesk: <a href="https://www.wiwb.uscourts.gov/nextgen-cmecf-help">https://www.wiwb.uscourts.gov/nextgen-cmecf-help</a></li> </ul> </li> </ul>	