


Link your upgraded PACER Account to your ECF Account

Complete this process IF: (1) you have an **upgraded, individual** PACER Account, and (2) you would like to file in ECF.

****Note that this step cannot be completed until the Western District of AR is live on NextGen on August 13, 2018, and it is a one-time procedure.****

1. Click on the **E-filing (Nextgen)** link on the left-side menu on the Western District Court of Arkansas website: www.arwd.uscourts.gov.
2. Click on the **Western District of Arkansas– Document Filing System** link.



Welcome to the U. S. District Court for the Western District of Arkansas

[Western District of Arkansas - Document Filing System](#)

This message is contained in the file OperationNotice.htm
You may use this file to alert users to current CME/ECF operational issues.

20July2017

[Court Information](#)

3. Login with your **upgraded PACER** username and password.

Login

Username *	<input type="text"/>
Password *	<input type="password"/>
Client Code	<input type="text"/>

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

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.

4. Click on **Utilities** and select **NextGen Release 1.1 Menu Items**. Then select **Link a CM/ECF account to my PACER account**.

5. Enter your **current CM/ECF login and password**. Click **Submit**.

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:

6. Ensure that the CM/ECF account and PACER account listed are accurate, and that you are linking your **individual PACER account** (NOT a shared firm account) to your ECF account. If so, click **Submit**.

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF **John Attorney**
PACER **John Attorney**

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.

7. You have successfully linked your account! Click on one of the menu items at the top. You should see the civil and criminal filing menu items appear. If you don't see them right away, close out of your browser and log in again.

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

****You will now use your PACER
username and password to login to both
PACER and ECF.****