LINKING YOUR PACER AND CM/ECF ACCOUNTS

Purpose

The Southern District of Ohio is scheduled to "Go-Live" on NextGen CM/ECF on November 23, 2020. You must link your existing CM/ECF account to your individual upgraded PACER account to access the filing system. Linking is a one-time process that has to be completed **AFTER** the Court goes Live on November 23, 2020. Below are the steps to link your upgraded PACER account and your OHSD CM/ECF account.

Scope

This procedure applies to all CM/ECF users in the Southern District of Ohio.

Prerequisites

You must have an upgraded PACER account and a Southern District of Ohio CM/ECF account.

Responsibilities

Clerk's Office: If you are having issues linking your accounts together or you forgot your CM/ECF username or password you should call the Clerk's Office at:

Cincinnati: 513-564-7500
Columbus: 614-719-3000
Dayton: 937-512-1400

If you are having issues with your PACER account, such as username or password, you should contact PACER at: (800) 676-6856.

Procedure

Use the following steps to links your PACER and CM/ECF accounts together.

Step	Action
1	Go to the OHSD website and click on the E-FILING (CM/ECF) >> link.
2	Log on with your individual upgraded PACER username and password. ⚠ *Warning:* Do not log on using a shared PACER account. A shared account is an account that multiple people use to log into PACER.
3	Click **Utilities** and then click the **Link a CM/ECF account to my PACER account** link.
4	Enter your current OHSD CM/ECF credentials in the CM/ECF login and CM/ECF password fields and then click **Submit**.
5	Verify that your OHSD CM/ECF account and your PACER account information listed is accurate and then click **Submit**.
6	You have successfully linked your accounts. You will now use your **PACER** user name and password to access both PACER and NextGen CM/ECF for the Southern District of Ohio.
7	Click on any link (except Log Out) to refresh the screen and view the Civil and Criminal menu items for filing.