

HOW TO LINK YOUR UPGRADED PACER ACCOUNT TO NEXTGEN CM/ECF

NOTE: Screenshots are from a testing application environment, and may look slightly different, e.g. different colors, than what you will see in the production environment.

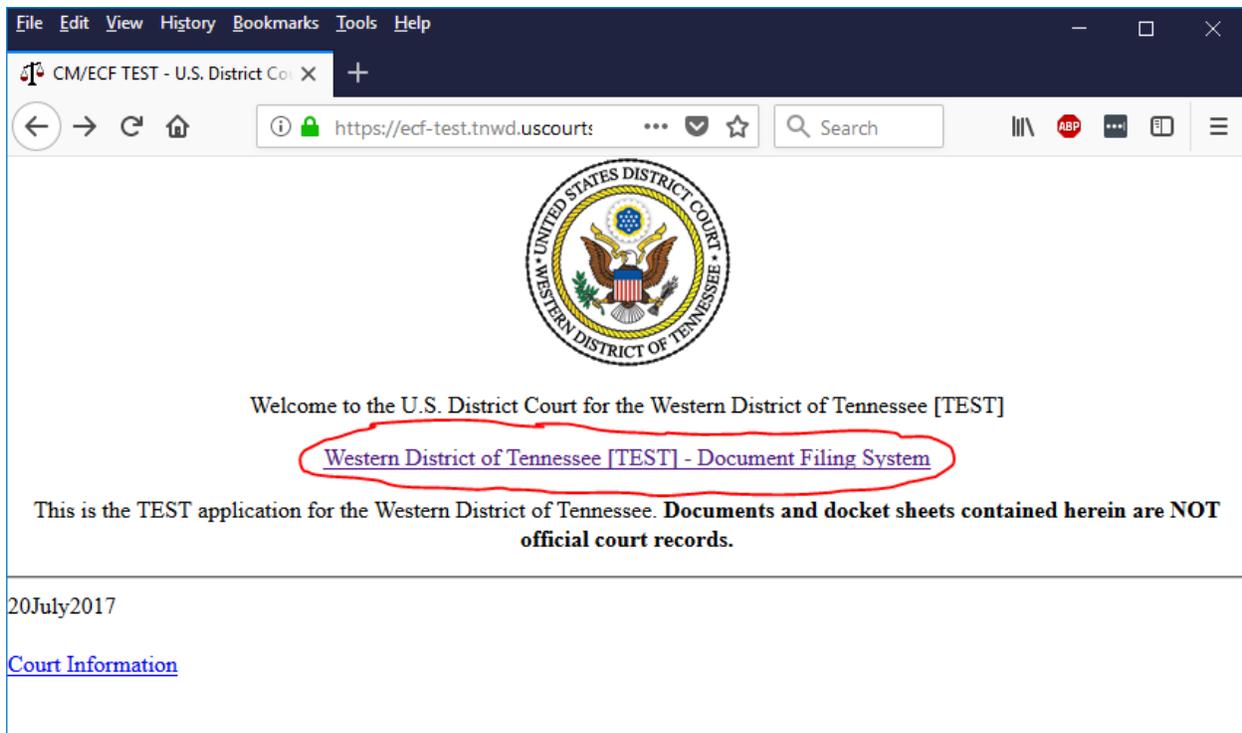
STEP 1. If you have not yet upgraded your PACER account, please do so.

<https://www.tnwd.uscourts.gov/pdf/content/HowToUpgradeYourPacerAccount.pdf>

You will also need your CM/ECF login and password.

STEP 2. Go to our CM/ECF website, and click on “Western District of Tennessee – Document Filing System”.

<https://ecf.tnwd.uscourts.gov/>



File Edit View History Bookmarks Tools Help

CM/ECF TEST - U.S. District Coi X +

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Welcome to the U.S. District Court for the Western District of Tennessee [TEST]

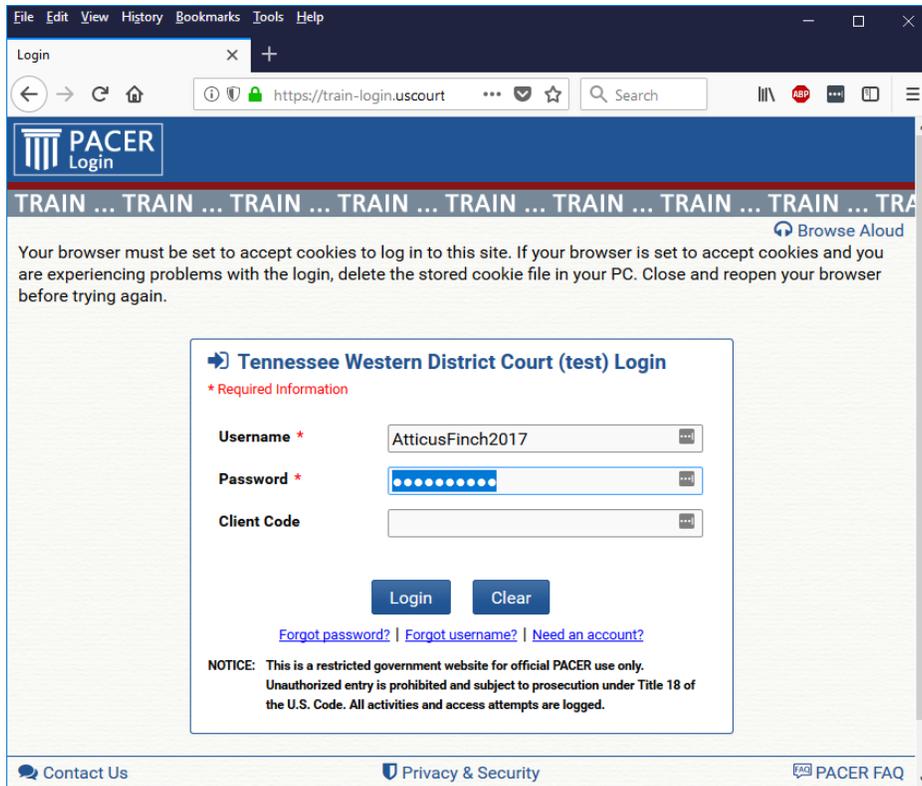
[Western District of Tennessee \[TEST\] - Document Filing System](#)

This is the TEST application for the Western District of Tennessee. Documents and docket sheets contained herein are NOT official court records.

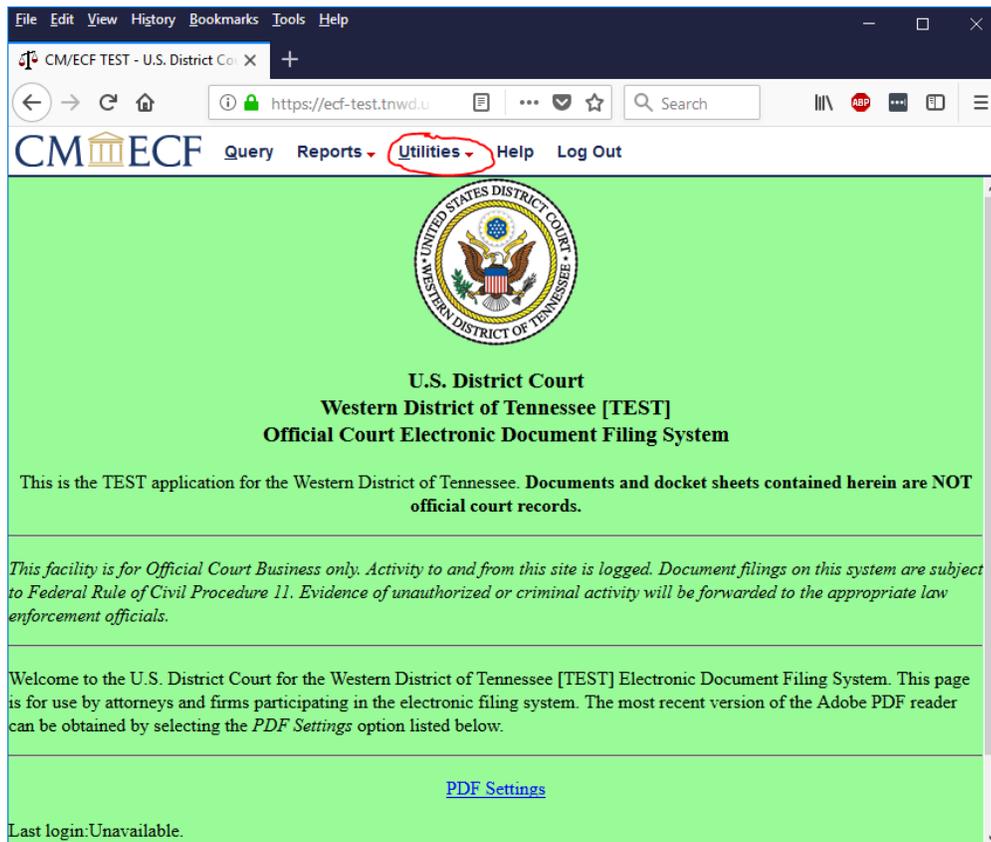
20July2017

[Court Information](#)

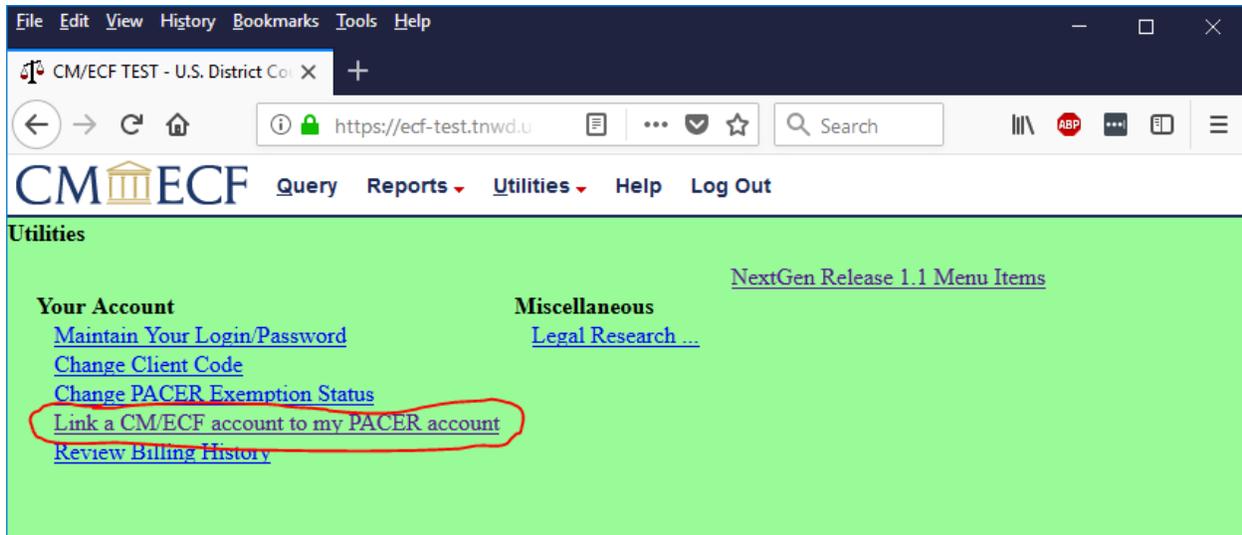
STEP 3. You will be taken to a PACER login screen. Enter your PACER credentials.



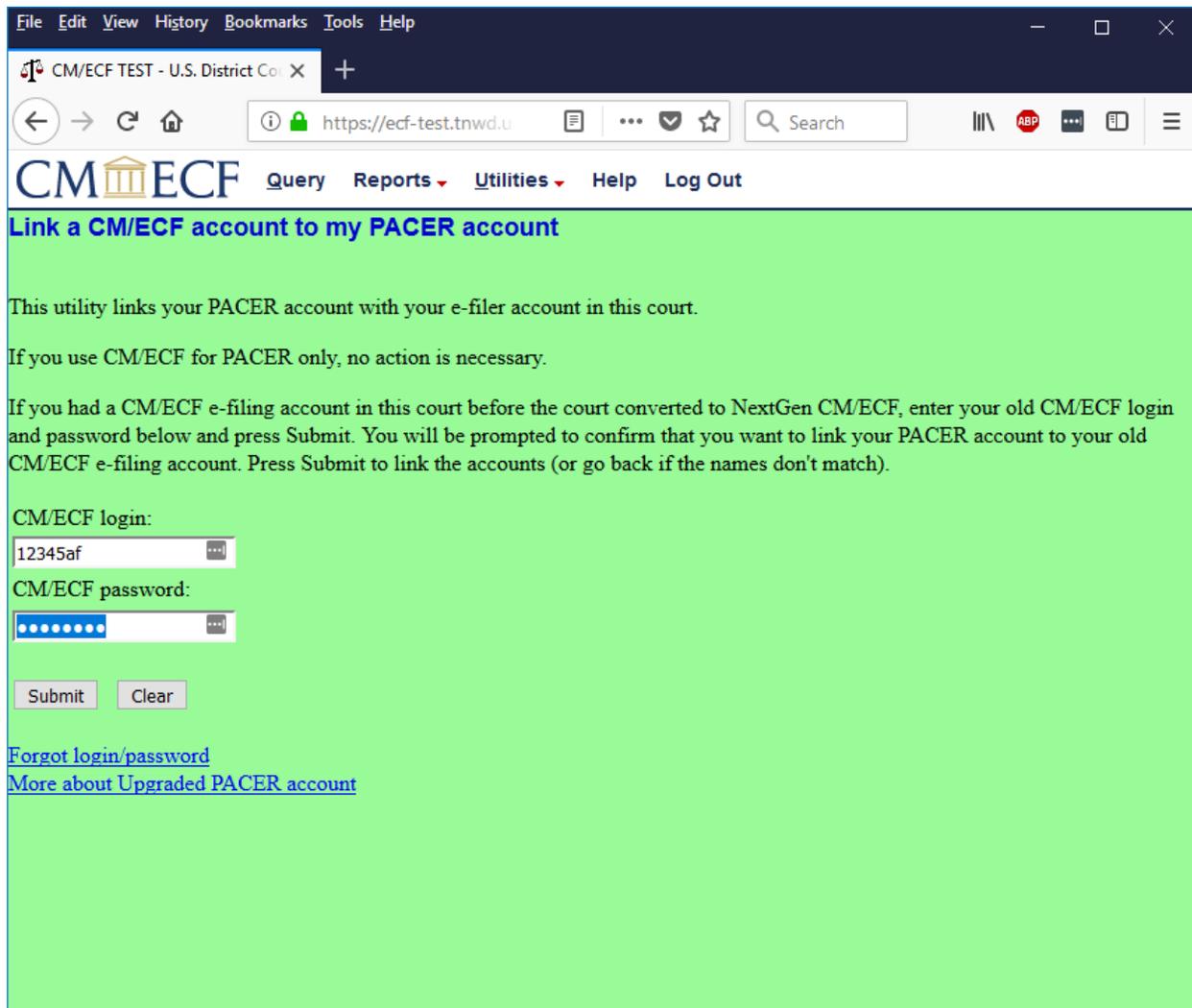
STEP 4. You are now logged into the TNWD CM/ECF website, but because your PACER account is not yet linked, you will not see the “Civil” and “Criminal” menus for filing. Click on “Utilities”.



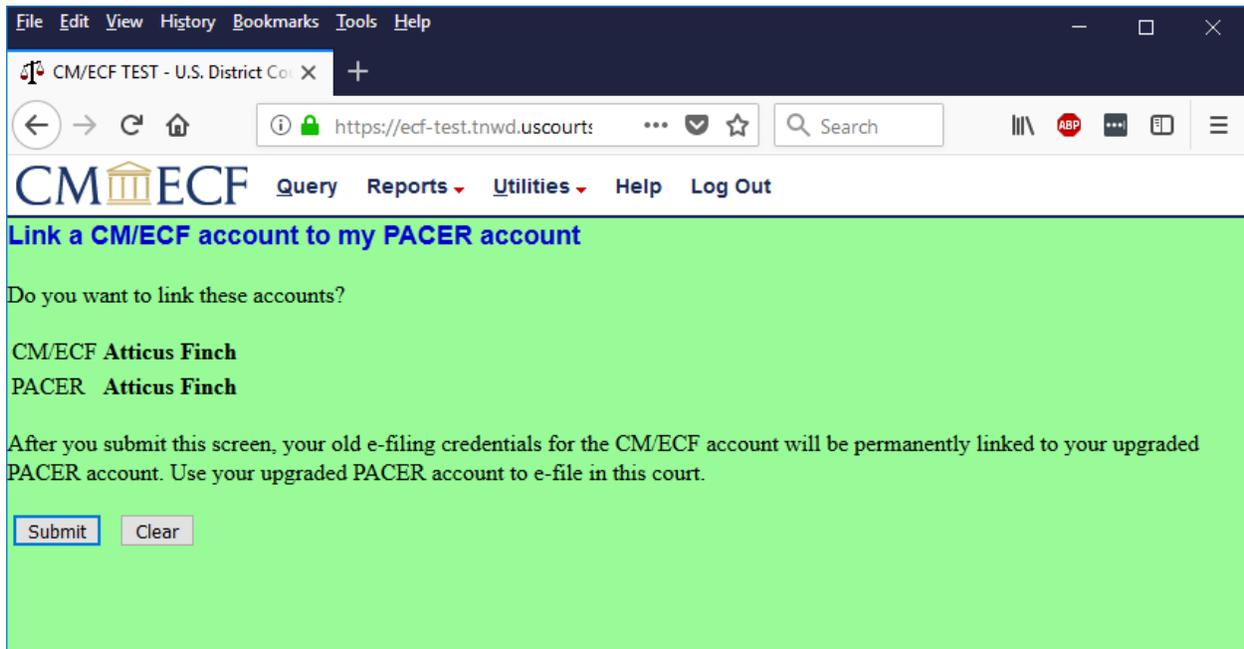
STEP 5. Click on “Link a CM/ECF account to my PACER account”.



STEP 6. Enter the credentials that you have been using to file in CM/ECF, and click “Submit”.

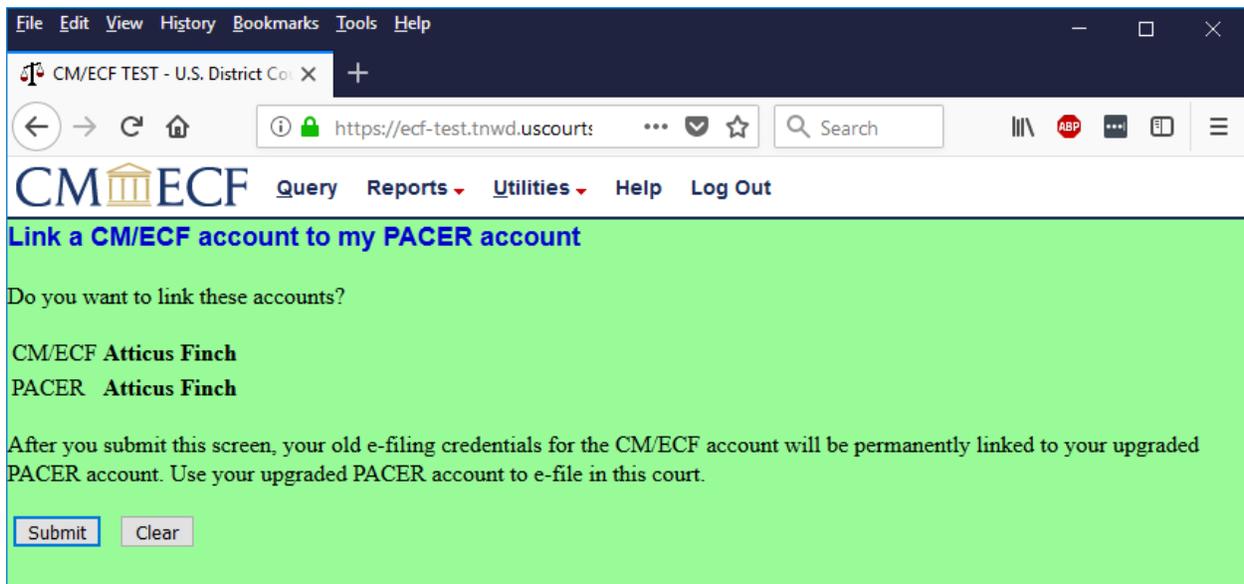


STEP 7. Make sure that you are linking the correct CM/ECF and PACER accounts, based on the name. If you link the wrong CM/ECF account and PACER account, please contact the helpdesk at cmecfhelpdesk@tnwd.uscourts.gov.



STEP 8. You will see a screen confirming that you have successfully linked your PACER account to your CM/ECF account. From now on, you should use your PACER credentials to file in the Western District of Tennessee.

You will not see the “Civil” and “Criminal” menus yet. See the next step.



STEP 9. Click “Log Out”. You will be taken back to a PACER screen. Note that you are still logged into PACER, you have just exited the CM/ECF filing system for the Western District of Tennessee.

If you need to switch to a different PACER account, you will have to click on “logout” on this page.

Click on “Submit” to return to the CM/ECF filing system for the Western District of Tennessee.

The screenshot shows a web browser window with the URL <https://train-login.uscourts>. The page header includes the PACER Login logo and the user name "AtticusFinch2017" with a "[logout]" link. A blue banner with the text "TRAIN ... TRAIN ... TR" is visible. Below this, a message states: "Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again." A central box displays the following information:

- Tennessee Western District Court (test) Logged in as AtticusFinch2017**
- You do not have PACER search privileges. For additional information, contact the PACER Service Center at (800) 676-6856 or by email at pacer@psc.uscourts.gov.**
- Client Code**
- Submit** **Clear**
- Not AtticusFinch2017?**
[Click here to log in as a different user.](#)

The footer contains links for "Contact Us", "Privacy & Security", and "PACER FAQ". A note at the bottom states: "This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center."

STEP 10. You should now see the “Civil” and “Criminal” filing menus.

The screenshot shows a web browser window with the address bar displaying <https://ecf-test.tnwd.us>. The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The page header features the CM/ECF logo and navigation links: Civil (circled in red), Criminal (circled in red), Query, Reports, Utilities, Search, Help, and Log Out. The main content area has a green background and contains the following text:


**U.S. District Court
Western District of Tennessee [TEST]
Official Court Electronic Document Filing System**

This is the TEST application for the Western District of Tennessee. Documents and docket sheets contained herein are NOT official court records.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court for the Western District of Tennessee [TEST] Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option listed below.

[PDF Settings](#)

Last login: 04-03-2018 10:22