# Link PACER to NextGen CM/ECF

## The District of Kansas upgraded to NextGen CM/ECF on August 10, 2015. Prior to filing any time after that date, you must link your upgraded PACER account to your District of Kansas CM/ECF (filing) account. This is a one-time procedure. After that, you will use your PACER account when filing documents with the court. This may be referred to as your Central Sign On account.

| Step | Action |
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| 1 | Click on the eFILING link on the District of Kansas’ website [www.ksd.uscourts.gov](http://www.ksd.uscourts.gov) or go to <https://ecf.ksd.uscourts.gov> |
| 2 | Click on the **DISTRICT OF KANSAS – Document Filing System** link |
| 3 | You will be taken to the PACER LOGIN page. Login with your **upgraded** PACER account (see instructions for Upgrading Your PACER account, if necessary). Enter your **Username** and **Password** and select **Login.** |
| 4 | Go to **Utilities** on the menu bar |
| 5 | Go to **Link a CM/ECF account to my PACER account** |
| 6 | Enter your CM/ECF login and password. This is the court issued account you used **for filing documents**. If you do not know the information, you must contact the court to have the password reset. Hint: the CM/ECF login is typically the attorneys first and last initials in lower case followed by the last 4 digits of his/her Social Security number e.g. cs5184 |
| 7 | Click **Submit** |
| 8 | Ensure that the CM/ECF name and PACER names match. Click Submit |
| 9 | Note that the accounts are linked. You will now use your PACER CSO account for filing documents in the District of Kansas’ CM/ECF system. |
| 10 | Click on one of the menu item on the menu bar (except Log Out). |
| 11 | The **Civil** and **Criminal** (filing) menu items now appear along with the others. This account is now ready for filing documents. |