
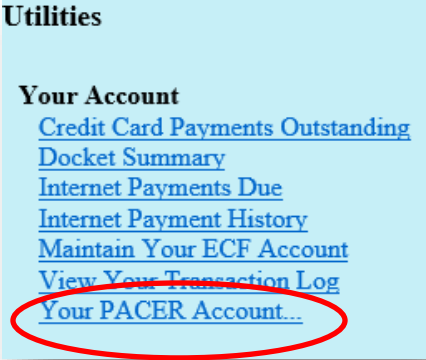
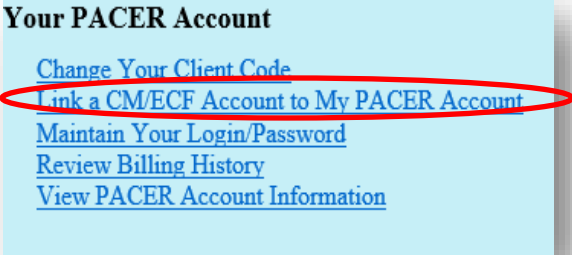
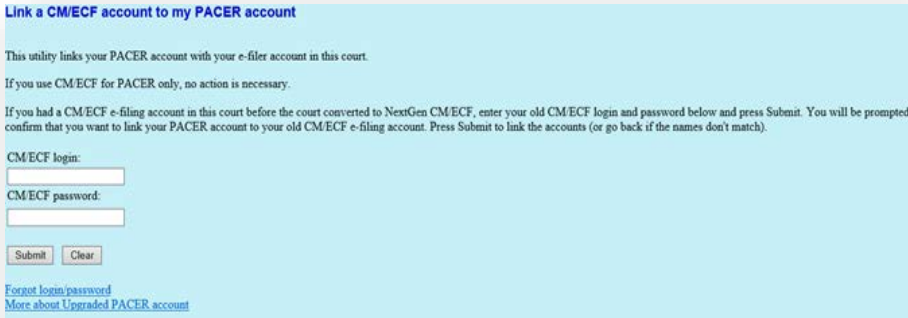


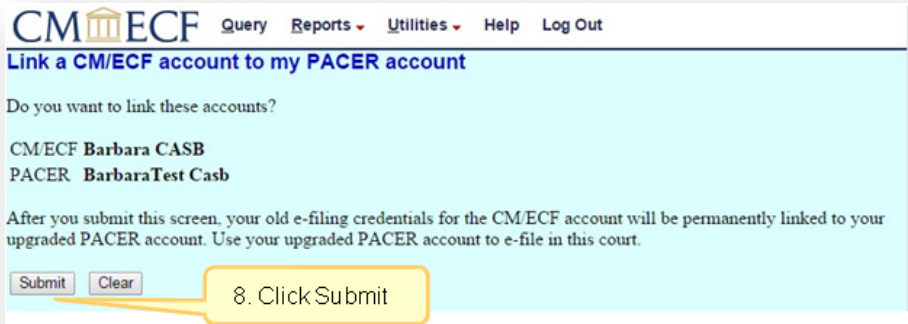

## Link Your PACER & CM/ECF Account

Complete these steps on/after April 16<sup>th</sup>.

Once the court implements 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.

STEP	ACTION
1	Go to Indiana Southern Bankruptcy Court's Website <a href="http://www.insb.uscourts.gov">www.insb.uscourts.gov</a>
2	Select <b>E-Filing (CM/ECF)</b> . <div data-bbox="664 743 1076 1060" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Case Locator (PACER) »</p> <div style="border: 2px solid red; padding: 2px; text-align: center; margin: 2px;">E-Filing (CM/ECF) »</div> <p style="text-align: center;">ePOC &amp; eWOC »</p> <hr/> <p style="text-align: center;">Financial Management Certificate »</p> </div>
3	Users will be redirected to the PACER Login page.
4	Enter your new/upgraded PACER Username and Password then select <b>Login</b> . <div data-bbox="526 1287 1216 1629" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">Login</div> <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"/> <input type="button" value="Cancel"/> </p> <p style="text-align: center;"><a href="#">Need an Account?</a>   <a href="#">Forgot Your Password?</a>   <a href="#">Forgot User Name?</a></p> <p><small>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.</small></p> </div>
6	After logging in you will notice the limited menu bar. You have gained access to PACER. Follow the remaining steps to link your accounts.

STEP	ACTION
7	<p>In the Menu Bar at the top, select <b>Utilities</b>.</p> 
8	<p>Select <b>Your PACER account</b>.</p> 
9	<p>Select <b>Link a CM/ECF Account to My PACER Account</b>.</p> 
10	<p>Enter your CM/ECF Login and Password.</p> 

STEP	ACTION
11	Select <b>Submit</b> .
12	Verify the correct CM/ECF and PACER names.  
13	Select <b>Submit</b> .
14	<ul style="list-style-type: none"> <li>A confirmation message will appear acknowledging the accounts have been linked.</li> </ul>  <ul style="list-style-type: none"> <li>You should also receive an e-mail notification acknowledgement.</li> </ul>
15	The Bankruptcy, Adversary (filing) and other menu items should now appear.
16	If the menus do not appear, try the following steps: <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 and CM/ECF.</li> <li>Remember this is a one-time process for INSB NextGen.</li> <li>You will need to complete this process for any additional NextGen Court you wish to e-file.</li> <li>For non-NextGen Courts, continue accessing CM/ECF via the Court's website.</li> </ul>	