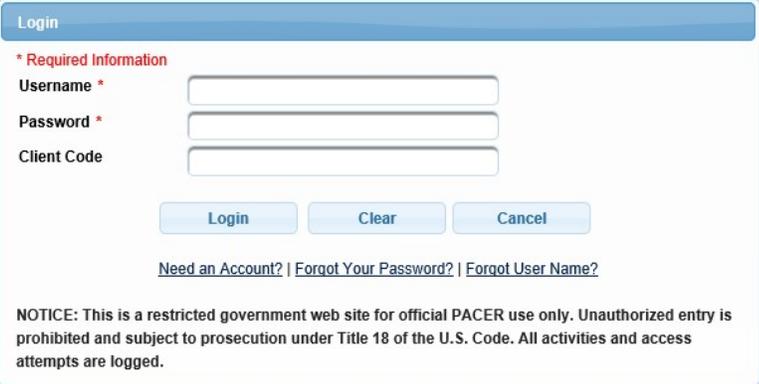
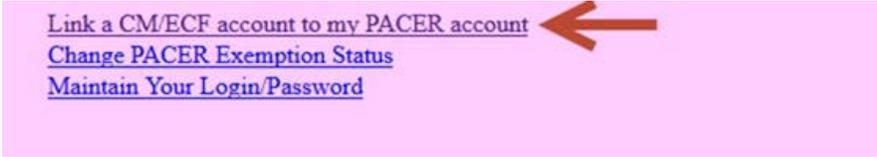


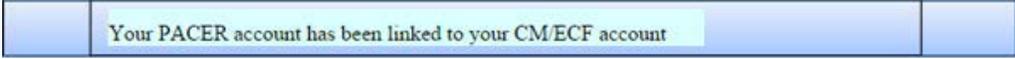
Link Your PACER & NextGen CM/ECF Accounts

NOTE: This process cannot be completed until the Eastern District of Oklahoma has upgraded to NextGen CM/ECF on August 9, 2019.

Once the court implements NextGen, your upgraded PACER account must be linked to your CM/ECF filing account. This is a one-time procedure. After linking your accounts, you will use your PACER account for all filing and viewing access to the Eastern District of Oklahoma.

STEP	ACTION
1	<p>Click on the E-Filing link on the Eastern District of Oklahoma's website http://www.oked.uscourts.gov and then click the court's Document Filing System link to access the system.</p> <div data-bbox="363 722 721 1016"><p>Case Locator (PACER) »</p><p>E-Filing (CM/ECF) » ←</p><p>e-Juror »</p><p>eVoucher (CJA) »</p></div> <p>OR</p> <p>go to https://ecf.oked.uscourts.gov and click on Eastern District of Oklahoma – Document Filing System.</p> <div data-bbox="363 1220 1149 1283"><p>Eastern District of Oklahoma - Document Filing System</p></div>
2	<p>You will be taken to the PACER Login page. Log in with your upgraded PACER account (see instructions for Upgrading Your PACER account, if necessary). Enter your Username and Password and select Login. <u>Do not log on using a shared PACER account.</u></p> <div data-bbox="363 1503 1122 1887"></div>

3	<p>After logging in you will notice the limited menu bar. You have gained access to PACER. Go to Utilities on the menu bar.</p> 
4	<p>Select Link a CM/ECF account to my PACER account.</p> 
5	<p>Enter your CM/ECF login and password and press submit. This court issued account is the one you use for filing pleadings or viewing documents in criminal cases.</p> <p>You must contact the court if you need to have your password reset. <i>Hint: The CM/ECF login is typically your Oklahoma bar number</i></p> 
6	<p>Make sure you are linking to your individual, upgraded PACER account. <u>Verify you have entered the correct CM/ECF and PACER names</u>. If not, do not proceed. Call the court for assistance. Click Submit if the two accounts to be linked are correct.</p> 

7	<p>A confirmation message will appear. Your old e-filing credentials for CM/ECF are now permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in the Eastern District of Oklahoma. Your old CM/ECF login and password can no longer be used.</p> 
8	<p>Click on one of the menu items on the menu bar (except Log Out) to update the menu.</p> 
9	<p>The Civil and Criminal (filing) menu items now appear along with the others. This account is now ready for you to e-filing documents.</p> 
10	<p>If the Civil and Criminal menu items do not appear, try the following steps:</p> <ul style="list-style-type: none"> • Refresh your screen • Log out, shut down the browser, then log back in • Clear cookies, cache and history, shut down browser and then log back in
	<p>Reminders</p> <ul style="list-style-type: none"> • You will now use your PACER username and password to log into the Eastern District of Oklahoma to both view documents and e-file pleadings with the Court • You will need to complete the linking process for each additional court where you e-file as they go-live on NextGen CM/ECF • For courts who have not converted to NextGen, continue to e-file with the CM/ECF login and password for that court