

# Illinois Northern Bankruptcy Court



## Linking Your Illinois Northern Bankruptcy Court CM/ECF Account To Your Upgraded Individual PACER Account

On Monday, May 24, 2021, the Illinois Northern Bankruptcy Court (ILNB) will go live on the Next Generation of the Case Management Electronic Case Filing System (NextGen CM/ECF). To complete the process **all e-filers** must complete the following:

- ✓ You must have an **Upgraded Individual PACER Account and know your Username and Password**. If your account was created prior to August 11, 2014, you must first upgrade your account (see instructions for [Upgrading Your PACER Account](#) or if you may need to [create a new individual account](#)).
- ✓ You must have an **existing CM/ECF E-Filing Account with Illinois Northern Bankruptcy Court and know your Login and Password**. This is a requirement to link to your upgraded individual PACER account to access the E-Filing system. If you need your E-filing account credentials, contact the ECF Help desk at [ecf\\_train@ilnb.uscourts.gov](mailto:ecf_train@ilnb.uscourts.gov).
- ✓ Your CM/ECF E-Filing account must be linked to your upgraded Individual PACER account when our court goes live on NextGen CM/ECF.  
**(Note for Trustees:** please make sure you link your Trustee E-filer account to your Individual Trustee PACER account).

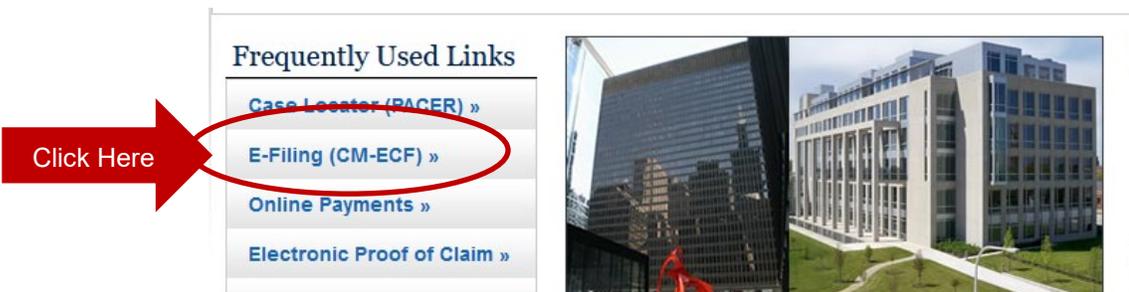
Linking is a **one-time process** that will be completed only once our court is live on NextGen CM/ECF. **ILLINOIS NORTHERN BANKRUPTCY COURT'S – FIRST DAY TO LINK YOUR ACCOUNTS - "GO LIVE DATE – MONDAY, MAY 24, 2021."**

### Linking Your Accounts

**STEP 1** Go to the ILNB website: <https://www.ilnb.uscourts.gov/>



- Click on E-Filing (CM/ECF) tab



- Click on link [Northern District of Illinois - Document Filing System](#)



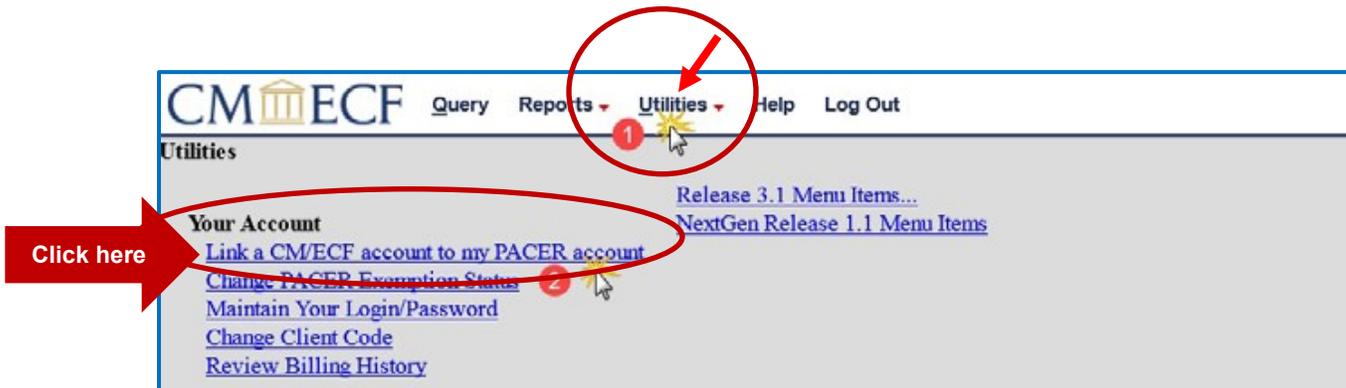
**Note: You will be redirected to the PACER website designated with Illinois Northern Bankruptcy Court Login (as shown below)**

**STEP 2 Login with your individual upgraded PACER account**

**username and password.** *Note: Do not login using a shared firm PACER account.*

**STEP 3 You will only see the menu of Query Reports Utilities. This is correct.**

- **Click Utilities** as shown below, and then from the **Your Account** menu
- **Click *Link a CM/ECF account to my PACER account.***





**STEP 4** Enter your current ILNB CM/ECF E-filing Credentials in the CM/ECF login and CM/ECF password fields.

- Click **Submit**.

CM/ECF Query Reports Utilities Help Log Out

**Link a CM/ECF account to my PACER account**

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match)

CM/ECF login:

CM/ECF password:

Submit Clear

[Forgot login/password](#)  
[More about Upgraded PACER account](#)

**STEP 5** Verify that the CM/ECF account and PACER account listed are accurate.

**NOTE:** Make sure you are linking to your individual PACER account.

- If so, click **Submit**.

**Link a CM/ECF account to my PACER account**

Do you want to link these accounts?

CM/ECF **John Attorney**

PACER **John Attorney**

After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

Submit Clear

This is the Message in the transaction: **After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. USE YOUR UPGRADED PACER ACCOUNT TO E-FILE IN THIS COURT.**



**STEP 6** You have **successfully linked your account** if you see the message below. [YOU WILL NOW USE ONLY YOUR PACER ACCOUNT TO ACCESS BOTH PACER AND CM/ECF FOR THIS COURT.](#)

A screenshot of the CM/ECF web interface. At the top, the logo "CM ECF" is displayed with a building icon between "CM" and "ECF". To the right of the logo are navigation links: "Query", "Reports" (with a dropdown arrow), "Utilities" (with a dropdown arrow), "Help", and "Log Out". Below the navigation bar, a blue banner contains the text "Link a CM/ECF account to my PACER account" in bold blue font. Underneath this banner, a light blue message box contains the text "Your PACER account has been linked to your CM/ECF account" in black font. A red oval is drawn around this message box. The background of the interface is light blue with faint "Central Train" watermarks.

Your browser may need to be refreshed to see all menu items. Press **F5** on your keyboard or the refresh icon  on your browser to refresh the screen. You should now see the full CM/ECF menu items of **Bankruptcy Adversary Query Reports Utilities and Logout**. You are now ready to start filing into Illinois Northern Bankruptcy Court.

