



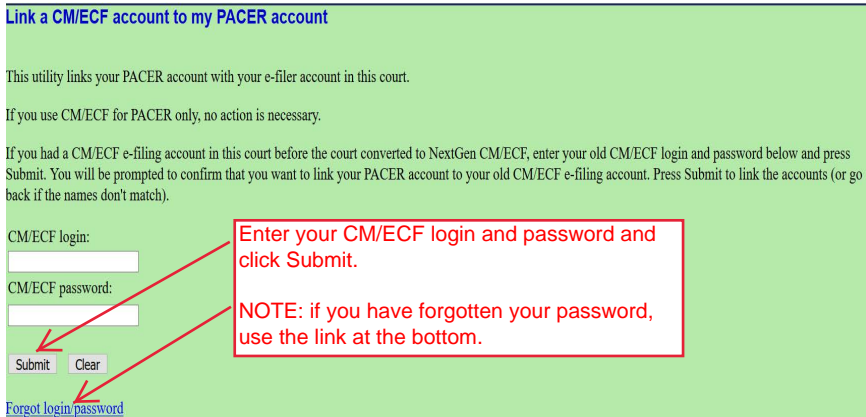
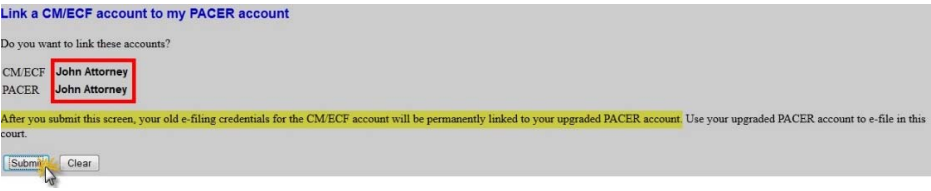


LINK YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

NOTE: You cannot complete this process until AFTER our court is live on NextGen on January 19, 2021. You must complete this process to be able to file in our CM/ECF system. You will only have to do this once.

STEP	ACTION
1	Go to the Mississippi Northern District Court's Website at www.msnd.uscourts.gov
2	<p>Select E-Filing (CM/ECF).</p>  <p>The screenshot shows the website header for the United States District Court Northern District of Mississippi, with Chief Judge Honorable Sharon Aycock. A navigation menu includes links for Court Information, Our Judges, For Attorneys, For Jurors, General Information, and Forms. A maintenance notice is displayed. Below the notice, a list of services is shown: Case Locator (PACER) >, E-Filing (CM/ECF) > (highlighted with a red box), eJUROR (Jury) >, and Jury Qualification FAQs >. A small image of a tree is visible to the right of the service list.</p>
3	<p>Enter your Upgraded PACER username and password and click Login.</p>  <p>The screenshot shows a login form titled "Login". It includes three input fields: "Username *", "Password *", and "Client Code". Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom, there are links for "Need an Account?", "Forgot Your Password?", and "Forgot User Name?". A notice at the bottom states: "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."</p>

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STEP	ACTION
4	<p>Click on Utilities.</p> 
5	<p>Under Your Account, select Link New Pacer Account to CM/ECF.</p> 
6	<p>Enter your CM/ECF Login and Password, then click Submit.</p> 
7	<p>Verify that the CM/ECF and PACER accounts listed are accurate and click Submit. (DO NOT link a shared PACER account to your CM/ECF account.)</p> 
8	<p>A confirmation message will appear acknowledging that the accounts have been linked.</p> <p style="background-color: #e0ffe0; padding: 5px; text-align: center;">Your PACER account has been linked to your CM/ECF account.</p>
9	<p>The Civil, Criminal, and other menu items will now appear on your screen.</p>

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STEP	ACTION
10	<p>If the menus 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 the browser, then log back in.
<p style="text-align: center;"><u>Reminders</u></p> <ul style="list-style-type: none">• You will now use ONLY your PACER username and password to login to both PACER and our CM/ECF filing system.• Linking the two accounts is a one-time process for our court.	