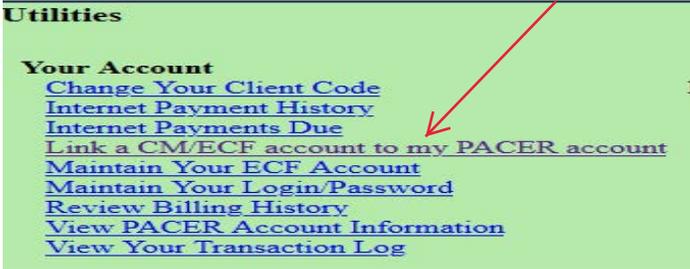
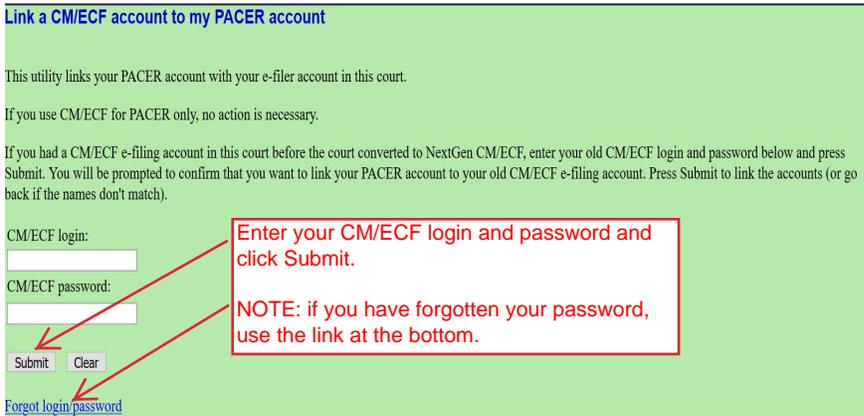
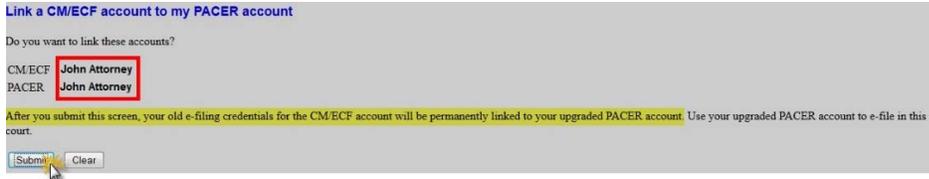


# LINK YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

**NOTE:** You cannot complete this process until AFTER our court is live on NextGen on July 13, 2020. 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 Vermont Bankruptcy Court's Website at <a href="http://www.vtb.uscourts.gov">www.vtb.uscourts.gov</a>
2	<p>Select <b>E-Filing (CM/ECF)</b>.</p>  <p>The screenshot shows the website header for the United States Bankruptcy Court District of Vermont. A navigation menu includes 'Court Info', 'For Attorneys', 'Case Info', and 'Forms and'. A COVID-19 notice is visible. The 'E-Filing (CM/ECF)' link in the left sidebar is highlighted with a red box. The main content area shows a 'Welcome' message and a brief description of the court's location.</p>
3	<p>Enter your <b>Upgraded PACER username and password</b> and click <b>Login</b>.</p>  <p>The screenshot shows a 'Login' form with three input fields: 'Username *', 'Password *', and 'Client Code'. Below the fields are 'Login', 'Clear', and 'Cancel' buttons. 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>

## Link Your CM/ECF Account to Your Upgraded PACER Account

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

## Link Your CM/ECF Account to Your Upgraded PACER Account

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STEP	ACTION
10	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><u>Reminders</u></b></p> <ul style="list-style-type: none"><li>• You will now use ONLY your PACER username and password to login to both PACER and our CM/ECF filing system.</li><li>• Linking the two accounts is a one-time process for our court.</li></ul>	