LINK YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

<u>NOTE</u>: You cannot complete this process until <u>AFTER</u> our court is live on NextGen on July 13, 2020. You <u>must</u> complete this process to be able to file in our CM/ECF system. You will <u>only</u> have to do this once.

| STEP | ACTION |
|------|---|
| 1 | Go to the Vermont Bankruptcy Court's Website at <u>www.vtb.uscourts.gov</u> |
| 2 | Select E-Filing (CM/ECF). |
| | UNITED STATES BANKRUPTCY Co District of Vermont Honorable Colleen A. Brow Court Info Ter Attorneys Court Info Ter Attorneys Case Info Plase be advised, effective immediately, that the United States Courts for the response to the Coronavirus pandem: The Burlington courthouse will emain operate with Immediately that the United States Courts for the response to the Coronavirus pandem: The Burlington Courthouse will emain as a Standing Order No. 2009 available under News & Announcements for mor member of the public or a media representative will be given the callin inform or have any questions, please call our Burlington Clerk's Office at (802) 591-68 |
| | Case Locator (PACER) > Welcome E-Filing (CM/ECF) > Welcome Court Calendar > at 11 Envoid Avenue, Burlington, V Hearings and creditors meetings are I the southern or northern part of the : |
| 3 | Enter your Upgraded PACER username and password and click Login . |
| | Login |
| | * Required Information Username * |
| | Client Code |
| | Login Clear Cancel Need an Account? Forgot Your Password? Forgot User Name? |
| | 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. |
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| STEP | ACTION |
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| 4 | Click on Utilities . |
| | CMmECF Query Reports Utilities Help Log Out (Rick Thompson) Your Account Link New Pacer account to CM/ECF |
| 5 | Under Your Account, select Link New Pacer Account to CM/ECF. |
| | Utilities Your Account Change Your Client Code Internet Payment History Internet Payments Due Link a CM/ECF account to my PACER account Maintain Your ECF Account Maintain Your Login/Password Review Billing History View PACER Account Information View Your Transaction Log |
| 6 | Enter your CM/ECF Login and Password, then click Submit. 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 or 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 Forget login password |
| 7 | 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.) |
| 8 | A confirmation message will appear acknowledging that the accounts have been linked. Your PACER account has been linked to your CM/ECF account. |
| 9 | The Bankruptcy, Adversary and other menu items will now appear on your screen. |

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| STEP | ACTION | |
|---|---|--|
| 10 | If the menus do not appear, try the following steps: 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. | |
| Reminders | | |
| 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. | | |