Link a CM/ECF account to my PACER account

Procedure

NOTE: This process cannot be completed until the Eastern District of Louisiana has upgraded to NextGen CM/ECF on **November 12**, 2019.

Prior to filing in NextGen CM/ECF, you must link your upgraded PACER account to your existing Eastern District of Louisiana 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 court. This is referred to as your Central Sign-On account.

| Step | Action |
|------|---|
| 1 | Go to <u>www.laed.uscourts.gov</u> and click on the link for CM/ECF Login. |
| 2 | You will be taken to the PACER LOGIN page. Log in with your individual upgraded PACER account (see instructions for Upgrading Your PACER account, if necessary). Enter your Username and Password and select Login. PACER LOGIN Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again. |
| | Login Username * |
| | Password * |
| | Client Code |
| | 7 |
| | 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. |
| 3 | Click Utilities on the menu bar, and then click on Link a CM/ECF account to my PACER account. |
| | CMmECF Query Reports - Utilities - Help Log Out |
| | Vtilities Your Account |
| | Link a CM/ECF account to my PACER account Change Your Address Change Client Code Review Billing History |
| | Your Account Link a CM/ECF account to my PACER account Change Your Address Change Client Code |

| Step | Action |
|------|---|
| 4 | Enter your existing EDLA CM/ECF login and password. This is the court issued account you use for filing or viewing documents . If you do not know the information, you must contact the court to have the password reset. (You can contact the court at (504) 589-7657 or ECF_Registration@laed.uscourts.gov.) CM/ECF login: CM/ECF password: CM/ECF password: CM/ECF password: |
| 5 | Click Submit. |
| 6 | Ensure that the CM/ECF name and PACER names match. Click Submit. Link a CM/ECF account to my PACER account Do you want to link these accounts? CM/ECF 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. CM/ECF Link a CM/ECF account to e-file in this |
| 7 | You will get a message that the accounts are linked. You will now use your PACER account for electronic filings in the CM/ECF system. |
| 8 | Refresh your browser. |
| 9 | The Civil and Criminal (filing) menu items now appear along with the others. This account is now ready for filing documents. $\underbrace{CM\widehat{integrated constraints}}_{Civil \bullet} \underbrace{Criminal \bullet}_{Query} \underbrace{Reports \bullet}_{Utilities \bullet} \underbrace{Search}_{Search}$ |

Link CM/ECF account to PACER account Revised on October 29, 2019