

Link PACER Account to NextGen CM/ECF

After the Court has upgraded to NextGen CM/ECF (on or after February 18, 2019), you must link your UPGRADED PACER account to your Louisiana Eastern Bankruptcy CM/ECF (filing) account. This is a one-time procedure. After that, you will use your PACER username and password to e-file documents with the Court.

Step	Action
1	Click on the E-Filing link Eastern District of Louisiana - Document Filing System www.laeb.uscourts.gov or go to https://ecf.laeb.uscourts.gov
	<p style="text-align: center;">Welcome to the U.S. Bankruptcy Court for the Eastern District of Louisiana</p> <p style="text-align: center;">Eastern District of Louisiana - Document Filing System</p>
2	Click on the Login button or the Louisiana Eastern – Document Filing System link
3	<p>You will be taken to the PACER LOGIN page. Login with your UPGRADED PACER account (see instructions for Upgrading Your PACER Account). Enter your Username and Password and select Login.</p> <p>CM/ECF Filer or PACER Login</p> <p><small>Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</small></p> <p><small>Instructions for viewing filed documents and case information: If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://www.pacer.gov.</small></p> <p><small>Instructions for filing: Enter your CM/ECF filer login and password if you are electronically filing something with the court.</small></p> <p> <small>Authentication</small> Login: <input type="text"/> <small>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer identification numbers, dates of birth, names of minor children, and financial account numbers, in compliance with Fed. R. Civ. P. 6(e)(3). This requirement applies to all documents, including attachments.</small> Password: <input type="password"/> Client code: <input type="text"/> <input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice. <input type="button" value="Login"/> <input type="button" value="Clear"/> </p> <p><small>Notice An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6898. CM/ECF has been tested using Firefox and Internet Explorer 11.</small></p>
4	<p>Go to Utilities on the menu bar, then select NextGen Release 1.1 menu items.</p> 
5	<p>Go to Link a CM/ECF account to my PACER account</p> <p>NextGen Release 1.1 Menu Items</p> <p>Link a CM/ECF account to my PACER account</p>
6	Enter your CM/ECF login and password. This is the court issued account you have been using for filing documents. If you do not know the information on or after February 18, 2019, you must contact the court.
7	Click Submit

<p>8</p>	<p>Ensure that the CM/ECF name and PACER names match. Click Submit</p> 
<p>9</p>	<p>Note that the accounts are linked. You will now use your PACER account for filing documents in Louisiana Eastern Bankruptcy Court's CM/ECF system.</p> 
<p>10</p>	<p>Click on one of the menu item on the menu bar (except Log Out).</p> 
<p>11</p>	<p>The Bankruptcy and Adversary (filing) menu items now appear along with the others. This account is now ready for filing documents.</p> 