



# UNITED STATES BANKRUPTCY COURT

CENTRAL DISTRICT OF ILLINOIS

## Linking Your Central District of Illinois Bankruptcy Court CM/ECF Account To Your Upgraded Individual PACER Account

On Monday, October 25, 2021, the Central District of Illinois Bankruptcy Court (ILCB) will go live on the Next Generation of the Case Management Electronic Case Filing System (NextGen CM/ECF). To complete the process **all e-filers** must complete the following:

- ✓ You must have an **Upgraded Individual PACER Account and know your Username and Password**. If your account was created prior to August 11, 2014, you must first upgrade your account (see instructions for [Upgrading Your PACER Account](#) or if you may need to [create a new individual account](#)).
- ✓ You must have an **existing CM/ECF E-Filing Account with Central District of Illinois Bankruptcy Court and know your Login and Password**. This is a requirement to link to your upgraded individual PACER account to access the E-Filing system. If you need your E-filing account credentials, contact the ECF Help desk at: [helpdesk\\_ilcb@ilcb.uscourts.gov](mailto:helpdesk_ilcb@ilcb.uscourts.gov).
- ✓ Your CM/ECF E-Filing account must be linked to your upgraded Individual PACER account when our court goes live on NextGen CM/ECF.  
(Note for Trustees: please make sure you link your Trustee E-filer account to your Individual Trustee PACER account).

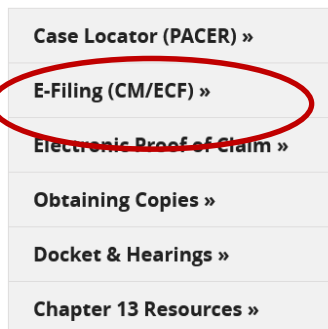
Linking is a **one-time process** that will be completed only once our court is live on NextGen CM/ECF. **CENTRAL DISTRICT OF ILLINOIS BANKRUPTCY COURT'S – FIRST DAY TO LINK YOUR ACCOUNTS - "GO LIVE DATE – MONDAY, OCTOBER 25, 2021."**

### Linking Your Accounts

**STEP 1:** Go to the ILCB website: [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov)



- Click on CM/ECF (E-Filing) tab



#### Clerk's Office Mission:

We take pride, as the keeper of the official court record, in providing exceptional service, accurate and timely case processing, procedural information and access to records.

#### Clerk's Office Values:

Service • Integrity • Excellence • Communication • Teamwork • Safety



**Note: You will be redirected to the PACER website designated with Illinois Central Bankruptcy Court Login (as shown below)**

**STEP 2: Login with your individual upgraded PACER account username and password.** *Note: Do not login using a shared firm PACER account.*

**Illinois Central Bankruptcy Court Login**

**\* Required Information**

Username \*

Password \*

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

**STEP 3: You will only see the menu of Query Reports Utilities. This is correct.**

- Click **Utilities** as shown below, and then from the **Your Account** menu
- Click **Link a CM/ECF account to my PACER account.**

**CM/ECF** Query Reports **Utilities** Help Log Out

**Utilities**

**Your Account**

[Your PACER Account...](#)

[Link a CM/ECF account to my PACER account](#)

**Miscellaneous**

[Mailings...](#)

[Court Information](#)

**Release 3.2 Menu Items**

[Judgment Index](#)

**Release Menu Items**

[Release 5.0 Menu Items](#)

[NextGen Release 1.1 Menu Items](#)

**Miscellaneous**

[eFinCert](#)

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**STEP 4: Enter your current ILCB CM/ECF E-filing Credentials in the CM/ECF login and CM/ECF password fields.**

- Click **Submit**.

The screenshot shows the 'Link a CM/ECF account to my PACER account' utility. It includes a header with 'CM/ECF' and navigation links like 'Query', 'Reports', 'Utilities', 'Help', and 'Log Out'. The main text explains that this utility links a PACER account with an e-filer account. It provides instructions for users who use CM/ECF for PACER only or those who had a previous CM/ECF account. There are two input fields: 'CM/ECF login:' and 'CM/ECF password:'. A red circle highlights these fields, with a red arrow pointing to them from the left. A speech bubble points to the fields with the text 'Enter Your ILCB CM/ECF E-filer login and password'. Below the fields are 'Submit' and 'Clear' buttons. At the bottom, there are links for 'Forgot your password?', 'Forgot login/password', and 'More about Upgraded PACER account'.

**STEP 5: Verify that the CM/ECF account and PACER account listed are accurate.**

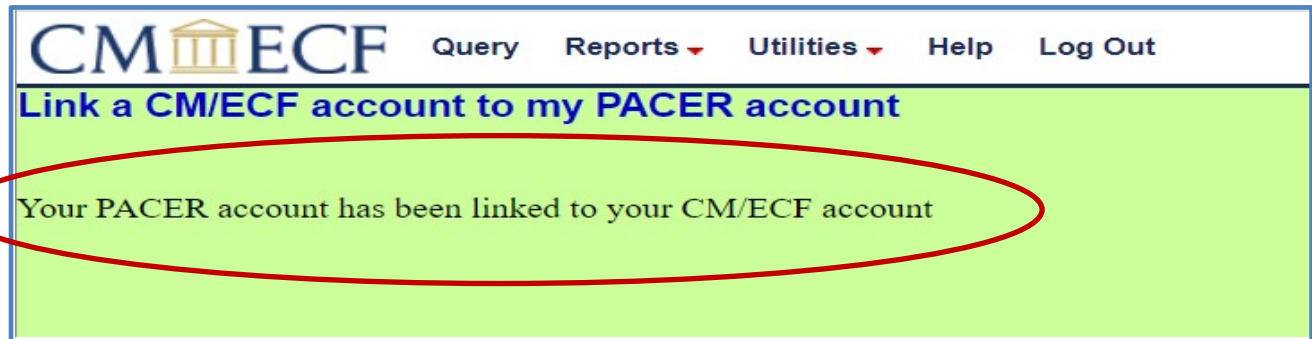
**NOTE:** Make sure you are linking to your individual PACER account.


- If so, click **Submit**.

The screenshot shows the 'Link a CM/ECF account to my PACER account' utility. It asks 'Do you want to link these accounts?'. Below this, it lists 'CM/ECF Attorney Sample' and 'PACER Attorney Sample'. A red circle highlights these two entries, with a red arrow pointing to them from the left. A speech bubble points to the entries with the text 'Remember this will be your account information appearing on this page'. At the bottom, there are 'Submit' and 'Clear' buttons. A red arrow points to the 'Submit' button.

This is the Message in the transaction: **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.**

**STEP 6:** You have **successfully linked your account** if you see the message below. [YOU WILL NOW USE ONLY YOUR PACER ACCOUNT TO ACCESS BOTH PACER AND CM/ECF FOR THIS COURT.](#)



Your browser may need to be refreshed to see all menu items. Press **F5** on your keyboard or the refresh icon  on your browser to refresh the screen. You should now see the full CM/ECF menu items of **Bankruptcy Adversary Query Reports Utilities and Logout**. You are now ready to start filing into Illinois Central Bankruptcy Court.

