

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

**\*\*Note:** This is a one-time procedure that cannot be completed until AFTER the District of South Dakota is live on NextGen on April 12, 2021.\*\*

1. Click on the **E-Filing NextGen CM/ECF Link** on the District of South Dakota's website located at [www.sdd.uscourts.gov](http://www.sdd.uscourts.gov).
2. Click on the **District of South Dakota – Document Filing System** link.



Welcome to the U.S. District Court for the District of South Dakota

[District of South Dakota - Document Filing System](#)

This is a restricted government website for official court business only. All activities of CM/ECF 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 CM/ECF, 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.

3. Log in with your **upgraded individual PACER** account username and password. Do not log in with a shared firm PACER account.



Login

Username \*

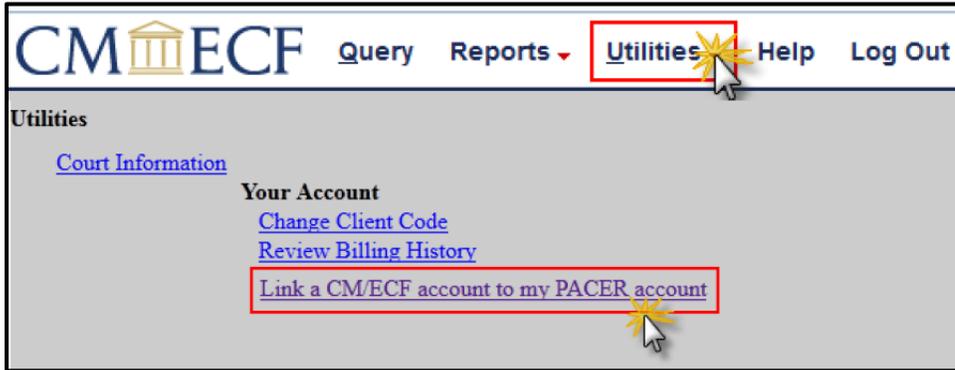
Password \*

Client Code

[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.

4. Click on **Utilities** and select **Link a CM/ECF account to my PACER account**.



5. Enter your current case sensitive **CM/ECF** login and password. Click **Submit**.

A screenshot of the 'Link a CM/ECF account to my PACER account' form. The form contains the following text: 'This utility links your PACER account with your e-filer account in this court. If you use CM/ECF for 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).'. Below the text are two input fields: 'CM/ECF login:' and 'CM/ECF password:'. At the bottom of the form are 'Submit' and 'Clear' buttons.

6. Verify that your **CM/ECF account** and your individual **PACER account** as listed are correct. If they are, click **Submit**.

A screenshot of the confirmation screen for linking accounts. The title is 'Link a CM/ECF account to my PACER account'. The text asks 'Do you want to link these accounts?'. Below this, it shows 'CM/ECF John Attorney' and 'PACER John Attorney', both highlighted with red boxes. A yellow banner at the bottom states: '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.' At the bottom are 'Submit' and 'Clear' buttons.

7. You have now successfully linked your accounts. Refresh your screen (press F5 on your keyboard) to see the **Civil** and **Criminal** options for filing on the blue menu bar.

**\*\*From now on you will only use your  
PACER username and password  
to log into CM/ECF to  
electronically file documents.\*\***