



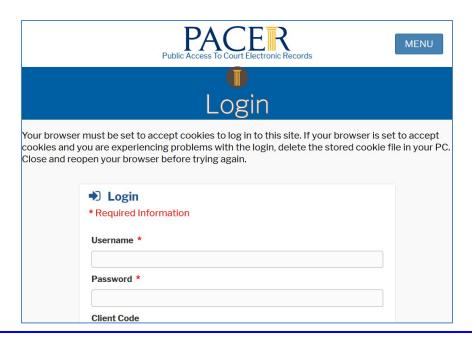
How to Link Your Upgraded PACER Account to Your OHNB CM/ECF Account

The U.S. Bankruptcy Court, Northern District of Ohio (OHNB) will "Go-Live" on NextGen CM/ECF on August 2, 2021. You will be required to link your existing OHNB CM/ECF account to your individual upgraded PACER account to access OHNB's NextGen CM/ECF system. Linking is a one-time process that can be completed on or after August 2, 2021.

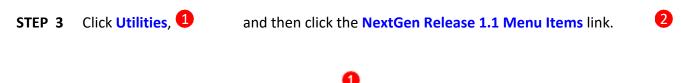
STEP 1 Go to the OHNB CM/ECF site at https://ecf.ohnb.uscourts.gov. Click on the Northern District of Ohio – Document Filing System link.



STEP 2 Log on with your individual upgraded PACER username and password. **Do not log on using a shared PACER account.**



Link your OHNB CM/ECF Account to your Upgraded PACER Account





Your Account

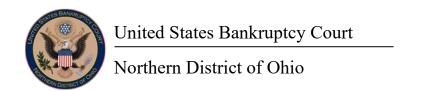
Change Your Client Code
Maintain Your Login/Password
Review Billing History
Court Information

NextGen Release 1.1 Menu Items

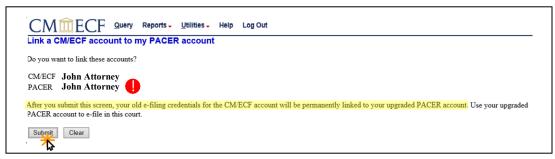


- STEP 4 Click on the Link a CM/ECF account to my PACER account link.
- STEP 5 Enter your current OHNB CM/ECF credentials in the CM/ECF login and CM/ECF password fields. NOTE: Both fields are case-sensitive. Click Submit.





STEP 6 Verify that the OHNB CM/ECF account and upgraded PACER account information listed are accurate. If so, click **Submit**.



- **NOTE**: Make sure you are linking to your individual upgraded PACER account.
- **STEP 7** You have successfully linked your accounts. You will now use your upgraded PACER account to access both PACER and NextGen CM/ECF for the Northern District of Ohio.
- STEP 8 Click the Query menu link.

To refresh the CM/ECF menu system for Bankruptcy and Adversary features, perform the following keystrokes on your keyboard. Press and continue to hold the [Ctrl] key while pressing the [F5] function key once.

This key combination will force the webbrowser window to refresh and reload the CM/ECF menu, you should now see the full menu. You are now prepared for NextGen CM/ECF e-filing.



