United States Bankruptcy Court
Northern District of Ohio

CM/ECF
‹ NextGen ›

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.

Welcome to the U.S. Bankruptcy Court for the Northern District of Ohio

Northern District of Ohio - Document Filing System

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

PACER
Public Access To Court Electronic Records

MENU

Login

Your browser must be set to accept cookies 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**
* Required Information

Username *

Password *

Client Code

STEP 3   Click **Utilities**, ❶   and then click the **NextGen Release 1.1 Menu Items** link.   ❷

❶

CM⬚ECF   Ba**n**kruptcy ⌄   **A**dversary ⌄   **Q**uery   **R**eports ⌄   **U**tilities ⌄   Sear**c**h   **H**elp   What's New

⭐ ↩ | 📚 Docket Sheet   📝 Claims Register   📄 List of Creditors   📓 Deadlines/Hearings   📅 Calendar Events 5/18/2021 ▦   ⬅➡ Associated Cases

Utilities

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

NextGen Release 1.1 Menu Items   ❷

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**.

CM⬚ECF   Query   Reports ⌄   Utilities ⌄   Help   Log Out

Link a CM/ECF account to my PACER account

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).

CM/ECF login:
[   ]
CM/ECF password:
[   ]

[Submit]   [Clear]

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 web-browser 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.