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## Linking Your Current Southern District of Illinois CM/ECF Account to Your Individual Upgraded PACER Account

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**\*\* NOTE: This process CANNOT be completed until the U.S. District Court for the Southern District of Illinois has migrated to NextGen CM/ECF, which is scheduled to occur on August 23, 2021.**

Once the U.S. District Court for the Southern District of Illinois has migrated to NextGen, you must link your upgraded individual PACER account to your existing Southern District of Illinois CM/ECF filing account. Linking is a **one-time process**. After linking your accounts, you will use your PACER account to both view documents and file pleadings in the U.S. District Court for the Southern District of Illinois.

### Linking Your Accounts

1. Go to: <https://ecf.ilsd.uscourts.gov> and click on the **Southern District of Illinois - Document Filing System** link.



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

**Illinois Southern District Court Login**

*\* Required Information*

Username \*

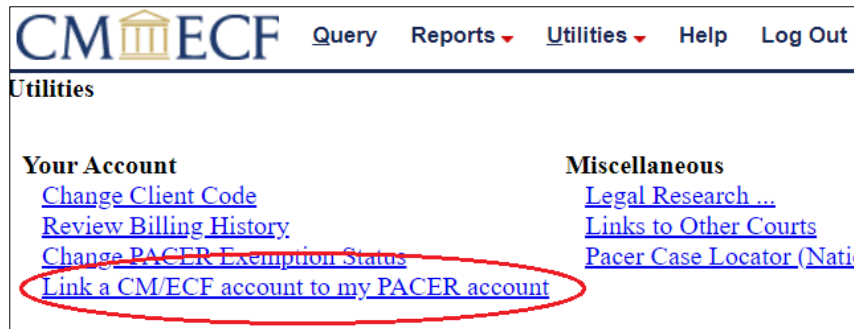
Password \*

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

3. Click **Utilities** on the menu bar and then click **Link a CM/ECF account to my PACER account**.

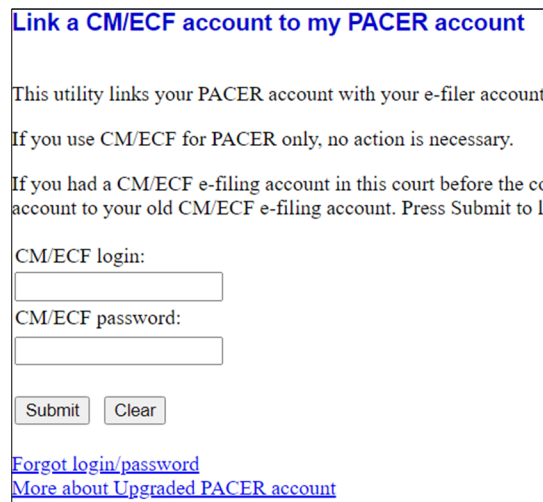


CM/ECF Query Reports Utilities Help Log Out

**Utilities**

<b>Your Account</b>	<b>Miscellaneous</b>
<a href="#">Change Client Code</a>	<a href="#">Legal Research ...</a>
<a href="#">Review Billing History</a>	<a href="#">Links to Other Courts</a>
<a href="#">Change PACER Exemption Status</a>	<a href="#">Pacer Case Locator (Nati</a>
<a href="#">Link a CM/ECF account to my PACER account</a>	

4. Enter your current CM/ECF credentials that you use to file pleadings in the U.S. District Court for the Southern District of Illinois in the **CM/ECF login** and **CM/ECF password** fields and click **Submit**. If you have forgotten your CM/ECF login or password, contact the Clerk's Office by phone at 618-482-9371 (East St. Louis) or 618-439-7760 (Benton).



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

This utility links your PACER account with your e-filer account.

If you use CM/ECF for PACER only, no action is necessary.

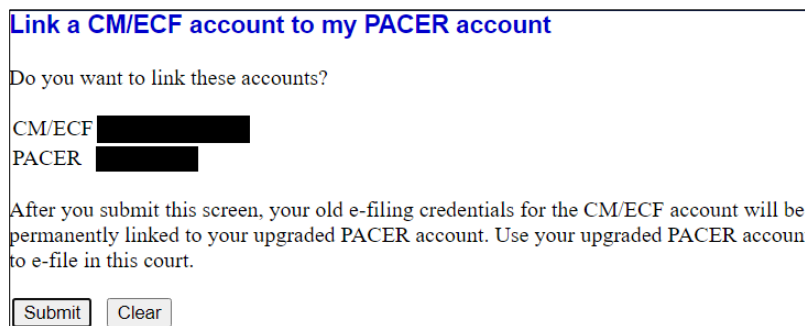
If you had a CM/ECF e-filing account in this court before the court upgrade, you can link your new PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts.

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)  
[More about Upgraded PACER account](#)

5. Verify that the CM/ECF account and individual upgraded PACER account names are correct. If they are not, STOP and contact the Clerk's Office by phone at 618-482-9371 (East St. Louis) or 618-439-7760 (Benton) for assistance. If they are correct, click **Submit**.



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

Do you want to link these accounts?

CM/ECF [REDACTED]  
PACER [REDACTED]

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.

6. You should see a confirmation message that your PACER account has been linked to your CM/ECF account. You will now use your PACER account to view documents and filing pleadings in NextGen CM/ECF for the U.S. District Court for the Southern District of Illinois.
  
7. Click on any menu item (except Log Out) on the menu bar to refresh the screen so the **Civil** and **Criminal** menu items appear.

If the **Civil** and **Criminal** menu items do not appear, try the following:

- Click the refresh button in your web browser.
- Log out of CM/ECF, close your web browser, open your web browser, and log back in to CM/ECF.