



## LINKING YOUR PACER ACCOUNT TO NEXTGEN

Prior to filing, you must link your upgraded PACER account to your CM/ECF filing account. This is a one-time procedure unless you file in both the District Court and the Bankruptcy Court and then you must link each of your accounts to PACER. After linking your CM/ECF filing account to your PACER account, you will then use your PACER account when filing documents with the court. This may be referred to as your Central Sign On account.

1. Click on the District CM/ECF or Bankruptcy CM/ECF link on the District Court of the Virgin Islands website at [www.vid.uscourts.gov](http://www.vid.uscourts.gov) or go to <https://ecf.vid.uscourts.gov> to access the District Court and/or <https://ecf.vib.uscourts.gov> to access the Bankruptcy Court.
2. Click on the District Court of the Virgin Islands – Document Filing System link.

Welcome to the District Court of the Virgin Islands for the District of the Virgin Islands

3. [District of the Virgin Islands - Document Filing System](#)

Welcome to the US District Court - Bankruptcy Division for the District Court of the Virgin Islands - Bankruptcy Division

[District Court of the Virgin Islands - Bankruptcy Division - Document Filing System](#)

4. You will be redirected to the PACER login page. Login with your upgraded PACER account (see instructions for Upgrading Your PACER account, if necessary). Enter your Username and Password and select Login.

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.**

5. Click on Utilities and select Link a CM/ECF Account to my PACER Account.

### Your Account

[Change Client Code](#)

[Change PACER Exemption Status](#)

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

[Citation Display Preferences](#)

[Review Billing History](#)

6. Enter your CM/ECF login and password. This is the court issued account you previously used for filing documents. If you do not know the information, you must contact the court to have the password reset.



Login

Password

*minimum 8; upper- & lower-case letters; include digit or special character*

7. Click Submit
8. Ensure that the CM/ECF name and PACER names match. Click Submit. After submitting this screen, your old e-filing credentials for your CM/ECF filing account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account (CSO account) to e-file in this court. Your old CM/ECF login and password can no longer be used.



**Link a CM/ECF account to my PACER account**

Do you want to link these accounts?

CM/ECF John Attorney
PACER John Attorney

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.

9. A confirmation message will appear noting that the accounts are now linked. You will now use your PACER CSO account for filing documents in the District Court of the Virgin Islands CM/ECF system. If you file in District AND Bankruptcy Court, you will need to link both accounts to PACER.



**Link a CM/ECF account to my PACER account**

The CM/ECF account for **John Attorney** is now linked to your CSO account.

10. To proceed with e-filing at this time, refresh your browser and the District or Bankruptcy menu items will display. If the menu does not refresh, log out and then log back in again. Your account is now ready for filing documents.

