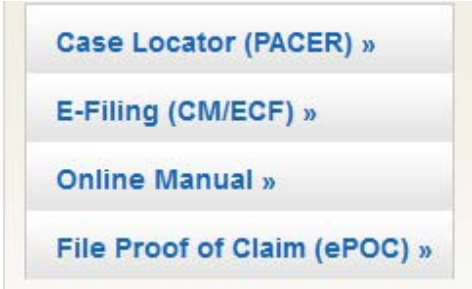


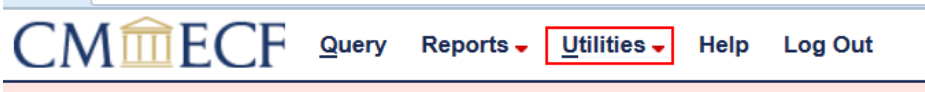

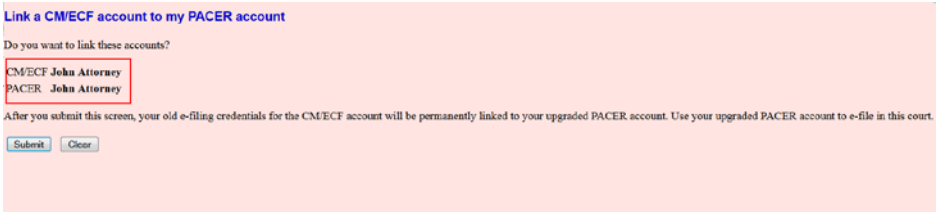
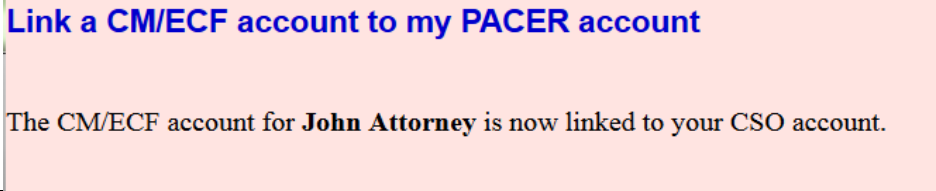
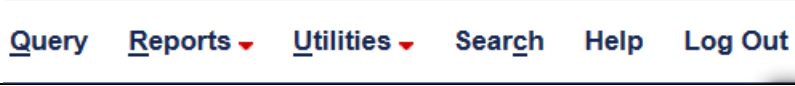



## Link PACER Account to NextGen CM/ECF

After the Court has upgraded to NextGen CM/ECF (on or after July 29, 2019), you must link your upgraded PACER account to your New Mexico Bankruptcy CM/ECF (filing) account. This is a one-time procedure. After that, you will use your PACER username and password to e-file documents with the Court.

| Step | Action  |
|------|---|
| 1    | <p>Click on the E-Filing link on the Court's website <a href="http://www.nmb.uscourts.gov">www.nmb.uscourts.gov</a> or go to <a href="https://ecf.nmb.uscourts.gov">https://ecf.nmb.uscourts.gov</a></p>   |
| 2    | <p>Click on the <b>Login</b> button or the <b>District of New Mexico – Document Filing System</b> link</p>    |
| 3    | <p>You will be taken to the PACER LOGIN page. Login with your <b>upgraded</b> PACER account (see instructions for Upgrading Your PACER Account). Enter your <b>Username</b> and <b>Password</b> and select <b>Login</b>.</p> <p><b>PACER LOGIN</b></p> <p>Your browser must be set to accept cookies in order 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.</p>  <p>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.</p> |

| Step | Action   |
|------|--|
| 4    | Go to <b>Utilities</b> on the menu bar<br>   |
| 5    | Go to <b>Link a CM/ECF account to my PACER account</b><br>   |
| 6    | Enter your CM/ECF login and password. This is the court issued account you have been using <b>for filing documents</b> . If you do not know the information on or after July 29, 2019 you must contact the court.<br><br>Hint: The CM/ECF login is typically your last name and first initial, up to 8 characters. However, some logins do not follow this convention. |
| 7    | Click <b>Submit</b>  |
| 8    | Ensure that the CM/ECF name and PACER names match. Click Submit<br>  |
| 9    | Note that the accounts are linked. You will now use your PACER account for filing documents in New Mexico Bankruptcy Court's CM/ECF system.<br>  |
| 10   | Click on one of the menu item on the menu bar (except Log Out).<br>  |
| 11   | The <b>Bankruptcy</b> and <b>Adversary</b> (filing) menu items now appear along with the others. This account is now ready for filing documents.<br>   |

| <b>Step</b> | <b>Action</b>   |
|-------------|---|
| 12          | If the menus do not appear, try the following actions: <ol style="list-style-type: none"><li data-bbox="565 296 883 327">1. Refresh your screen.</li><li data-bbox="565 327 1240 359">2. Log out, shut down the browser, and log back in.</li><li data-bbox="565 359 1425 420">3. Clear cookies, cache, and history. Shut down the browser and log back in.</li></ol> |