



NextGen Central Sign-On Linking Your PACER and CM/ECF Account

Once the court installs NextGen, your upgraded PACER account must be linked to your CM/ECF filing account to create one Central Sign-On account. This will only need to be done once. Follow the steps listed below.

Linking Your PACER Account and CM/ECF Account

STEP 1 Go to Hawaii District Court's website: <http://www.hid.uscourts.gov>

STEP 2 Click on **CM/ECF RESOURCES- LOG INTO ECF**

CM/ECF Resources	Login to ECF
Media Resources	Training
How To Guidance	Attorney Registration
About Us	Resources
Court Hours and Holidays	CMIECF Help Desk

STEP 3 Click **District of Hawaii – Document Filing System**.



Welcome to the U.S. District Court for the District of Hawaii

[District of Hawaii - Document Filing System](#)



NextGen Central Sign-On Linking Your PACER and CM/ECF Account

STEP 4 Login with your individual PACER username and password.

Important Note: Do not login using a shared firm account as you will lock out all other attorneys from your firm. All filers must have their own *individual* PACER account.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

* Required Information

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

STEP 5 After logging in, you will notice the limited menu bar. You have accessed PACER for *viewing* documents. Follow the remaining steps to link your accounts for *filing* access.

Click **Utilities** > **NextGen Release 1.1 Menu Items** > **Link a CM/ECF account to my PACER account.**

The screenshot shows the PACER CM/ECF interface. At the top, there is a navigation bar with the following items: CM/ECF logo, Query, Reports (with a dropdown arrow), Utilities (with a dropdown arrow and a red box around it), Help, and Log Out. Below the navigation bar is a section titled "Utilities". Under "Utilities", there are three columns of links: "Your Account" (Change Your Client Code, Review Billing History, View PACER Account Information), "Miscellaneous" (Court Information, Mailings...), and "eFinCert" (eFinCert). A red box highlights the link "NextGen Release 1.1 Menu Items" in the top right corner of the Utilities section. At the bottom of the Utilities section, there is a link "Maintain Your Login/Password".



NextGen Central Sign-On Linking Your PACER and CM/ECF Account

STEP 6 Enter your **current CM/ECF** credentials in the **CM/ECF login** and **CM/ECF password** fields. 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:

STEP 7 Verify that the CM/ECF account and PACER account listed are accurate. If so, click **Submit**.

CM/ECF Query Reports Utilities Help Log Out

Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Hawaii Lawyer
PACER Hawaii Lawyer

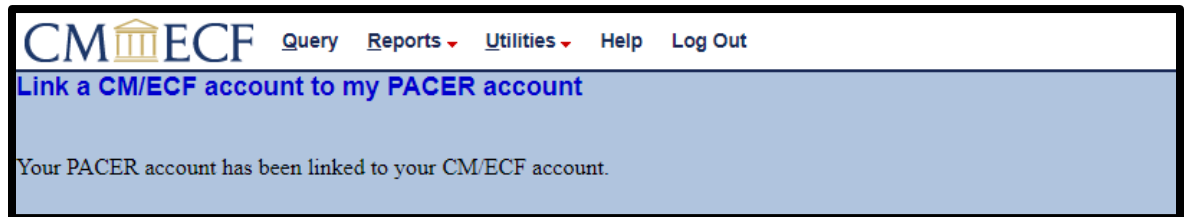
After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

Note: Make sure you are linking to your *individual* PACER account; otherwise you will lock out all other attorneys from your firm.



NextGen Central Sign-On Linking Your PACER and CM/ECF Account

STEP 8 You have successfully linked your account. You will now use only your PACER account to access both PACER and CM/ECF for this court.



STEP 9 To see the menu items, refresh the page by selecting any other menu choice (except **Logout**).



Important Reminders

- You will now use your PACER username and password to login to both PACER and CM/ECF.
- This is a one-time process for The United States District Court, District of Hawaii.
- You will need to complete this process for any additional NextGen court in which you file electronically.

Need help? Contact the CM/ECF HelpDesk at (808) 541-3333.