



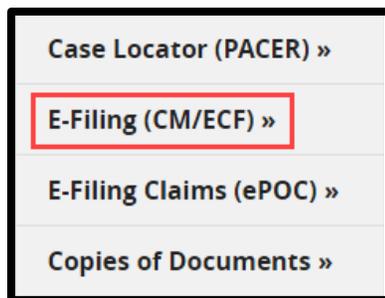
NextGen Central Sign-On Linking Your PACER and CM/ECF Account

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 Bankruptcy Court's website: <http://www.hib.uscourts.gov>

STEP 2 Click on **E-Filing (CM/ECF)**



STEP 3 Click **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.

➔ **Hawaii Bankruptcy Court (test) Login**
* Required Information

Username *

Password *

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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**.

CM/ECF Query Reports **Utilities** Help Log Out

Utilities

Your Account Change Your Client Code Review Billing History View PACER Account Information	Miscellaneous Court Information Mailings...	eFinCert eFinCert	NextGen Release 1.1 Menu Items
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CM/ECF Query Reports Utilities Help Log Out

NextGen Release 1.1 Menu Items

- [Change PACER Exemption Status](#)
- [Link a CM/ECF account to my PACER account](#)**
- [Maintain Your Login/Password](#)



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

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

The screenshot shows the CM/ECF login interface. At the top, there is a navigation bar with the CM/ECF logo and links for Query, Reports, Utilities, Help, and Log Out. Below the navigation bar, the title is "Link a CM/ECF account to my PACER account". The main content area contains the following text: "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**.

The screenshot shows the confirmation page for linking accounts. At the top, there is a navigation bar with the CM/ECF logo and links for Query, Reports, Utilities, Help, and Log Out. Below the navigation bar, the title is "Link a CM/ECF account to my PACER account". The main content area contains the following text: "Do you want to link these accounts?"

CM/ECF **Hawaii Lawyer**
PACER **Hawaii Lawyer**

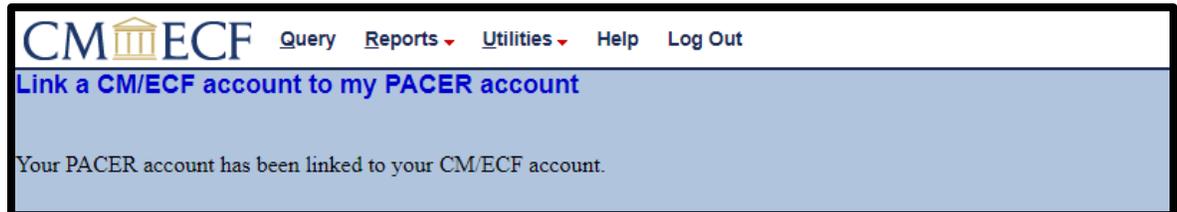
After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

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 **Bankruptcy** and **Adversary** 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 Hawaii Bankruptcy Court.
- You will need to complete this process for any additional NextGen court in which you file electronically. Hawaii District Court is scheduled to upgrade to NextGen on November 15, 2021.

Need help? Contact the CM/ECF HelpDesk at (808) 523-7373.