

# United States District Court

Western District of Wisconsin

## Linking your Western District of Wisconsin CM/ECF Account to your Upgraded Individual PACER Account

On Monday, April 25, 2022, the U.S. District Court of the Western District of Wisconsin will transition to the next generation of electronic case management software, known as NextGen CM/ECF. If you already have a CM/ECF account with this court, then you must take the following steps:

- ✓ You must know your login and password for your **existing** CM/ECF account. If you need to reset your password, click [here](#). If you need help retrieving your login, please contact the clerk's office at (608) 264-5156.
- ✓ You must have an individual PACER account, not a shared law firm PACER account, and you must upgrade your PACER account to make it compatible with NextGen. (See instructions for [Upgrading Your PACER Account](#))
- ✓ On or after April 25, 2022, you must link your existing CM/ECF account to your individual PACER account. Instructions follow below.

Linking is a one-time process to be completed on April 25, 2022.

### Linking Your Accounts

**STEP 1:** Go to <http://www.wiwd.uscourts.gov>



**STEP 2:** Click on the E-Filing Tab



**Note: You will be directed to a PACER login screen designated for the Western District of Wisconsin District Court, as shown below.**

**STEP 3: Login to your individual PACER account.** Do not use a shared law firm account.

### Wisconsin Western District Court Login

**\* Required Information**

**Username \***

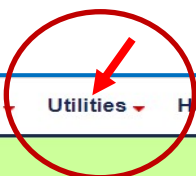
**Password \***

**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 authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

**STEP 4: Click Utilities, and then click "Link a CM/ECF account to my PACER account."**

**Utilities**

**Click here**

**Your Account**

[Your PACER Account...](#)

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

**Miscellaneous**

[Mailings...](#)

[Court Information](#)

**Release 3.2 Menu Items**

[Judgment Index](#)

**Miscellaneous**

[eFinCert](#)

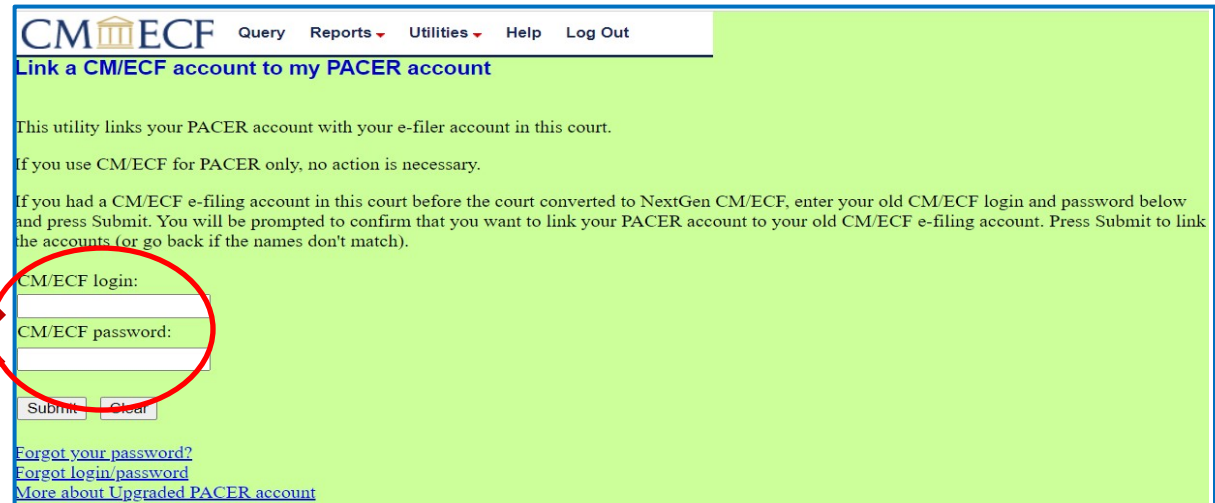
**Release Menu Items**

[Release 5.0 Menu Items](#)

[NextGen Release 1.1 Menu Items](#)

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**STEP 5: Enter your current CM/ECF login and password and 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).

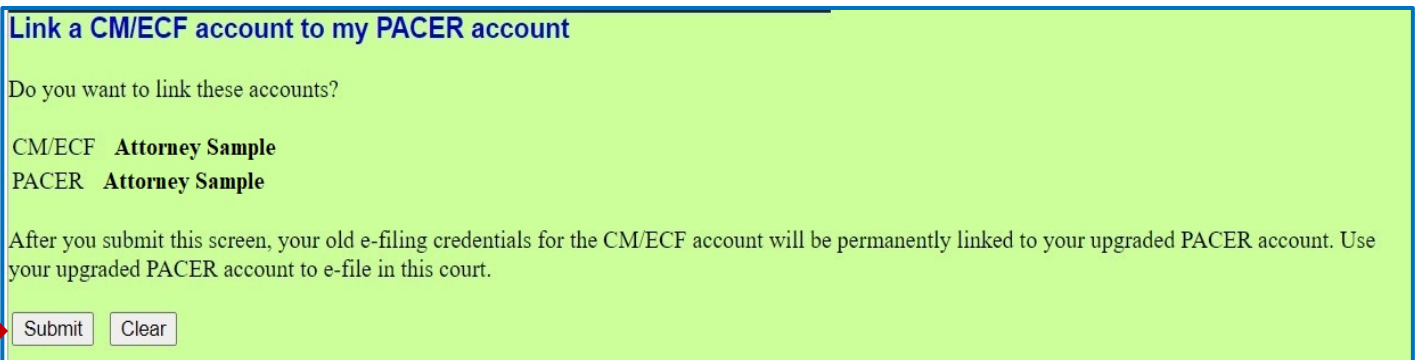
CM/ECF login:

CM/ECF password:

Submit Clear

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

**STEP 6: Verify that the CM/ECF account and PACER account listed are accurate.**



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

Do you want to link these accounts?

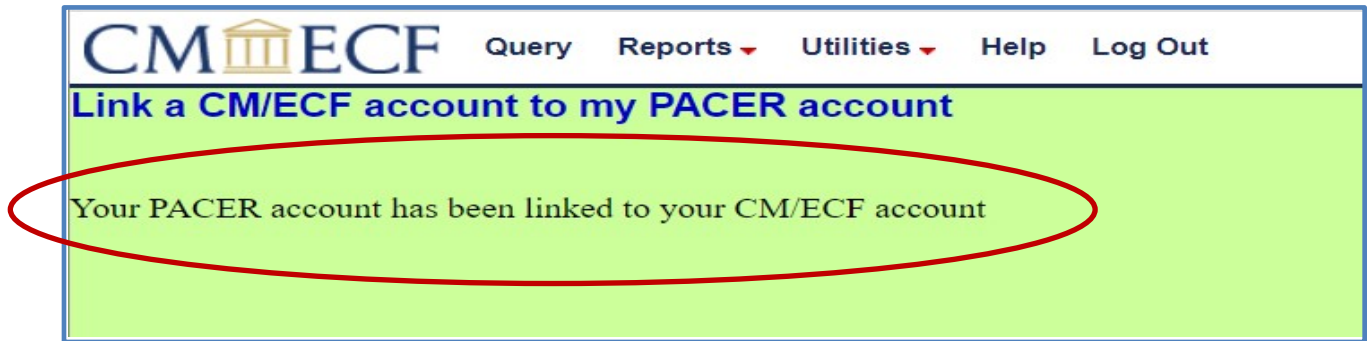
CM/ECF Attorney Sample  
PACER Attorney Sample

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.

Submit Clear

**After you click Submit on this screen, your existing CM/ECF account will be permanently linked to your individual PACER account. From this point forward, you will use your PACER account to view and file documents in this court.**

**STEP 7:** You have linked your accounts when you see this message.



You may need to refresh your browser to see all menus. Press F5 on your keyboard or the refresh icon in your browser. You should now see the full complement of CM/ECF menus, including Civil and Criminal options. You are now ready to file in the Western District of Wisconsin.