


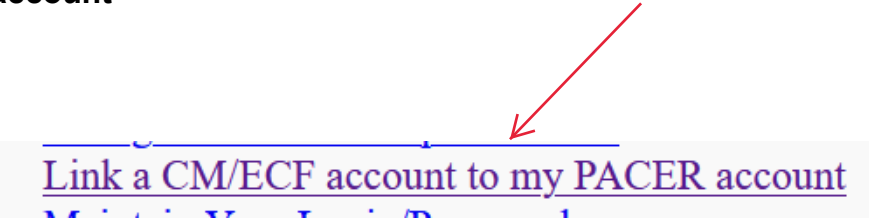
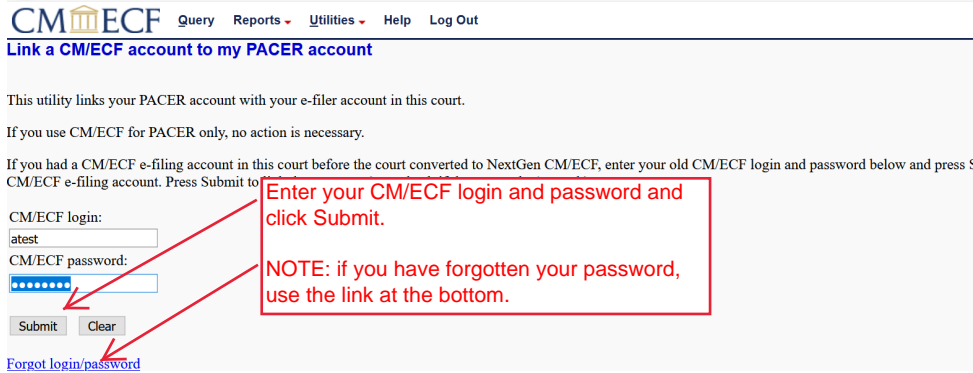
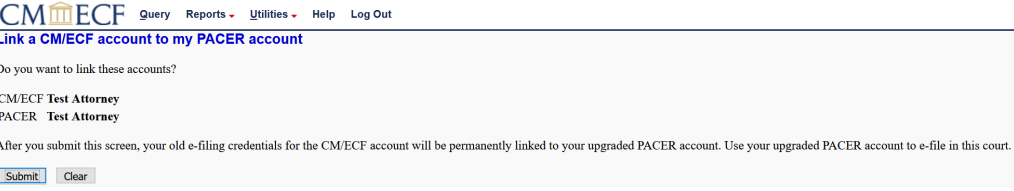



# LINK YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

**NOTE:** You cannot complete this process until AFTER our court is live on NextGen on June 28, 2021. You must complete this process to be able to file in our CM/ECF system. You will only have to do this once.

STEP	ACTION
1	Go to the Mississippi Southern District Court's Website at <a href="http://www.mssd.uscourts.gov">www.mssd.uscourts.gov</a>
2	<p>Select <b>E-Filing (CM/ECF)</b>.</p>  <p>The screenshot shows the website header with the court's name and seal. Below the header is a navigation menu with 'Court Information', 'Our Judges', and 'Jury Information'. A sidebar contains links for 'Case Locator (PACER)', 'E-Filing (CM/ECF)', 'E-Juror', and 'RSS Feed'. The 'E-Filing (CM/ECF)' link is highlighted with a red box. To the right, a 'Welcome' message is visible.</p>
3	<p>Enter your <b>Upgraded PACER username and password</b> and click <b>Login</b>.</p>  <p>The screenshot shows the login page for the Mississippi Southern District Court. It features a header with the court's name and a red asterisk indicating required information. There are three input fields: 'Username *', 'Password *', and 'Client Code'. Below the fields are 'Login' and 'Clear' buttons. At the bottom, there are links for 'Forgot password?', 'Forgot username?', and 'Need an account?'.</p>

## Link Your CM/ECF Account to Your Upgraded PACER Account

STEP	ACTION
4	<p>Click on <b>Utilities</b>.</p> 
5	<p>Under <b>Your Account</b>, select <b>Link a CM/ECF account to my PACER account</b></p> 
6	<p>Enter your <b>CM/ECF Login and Password</b>, then click <b>Submit</b>.</p> 
7	<p><b>Verify</b> that the CM/ECF and PACER accounts listed are accurate and click <b>Submit</b>. <b>(DO NOT link a shared PACER account to your CM/ECF account.)</b></p> 
8	<p>A confirmation message will appear acknowledging that the accounts have been linked.</p> 
9	<p>The Civil, Criminal, and other menu items will now appear on your screen. (You may have to refresh...see step 10.)</p>

## Link Your CM/ECF Account to Your Upgraded PACER Account

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STEP	ACTION
10	If the menus do not appear, try the following steps: <ul style="list-style-type: none"><li>• Refresh your screen.</li><li>• Log out, shut down the browser, then log back in.</li><li>• Clear cookies, cache and history. Shut down the browser, then log back in.</li></ul>
<p style="text-align: center;"><b><u>Reminders</u></b></p> <ul style="list-style-type: none"><li>• You will now use ONLY your PACER username and password to login to both PACER and our CM/ECF filing system.</li><li>• Linking the two accounts is a one-time process for our court.</li></ul>	