

Link your upgraded PACER Account to your ECF Account

You have an upgraded PACER Account and would like to file on NextGen CM/ECF system in the Bankruptcy Court for the District of Puerto Rico.

Note: This step cannot be completed until the Bankruptcy Court District of Puerto Rico is live on NextGen on February 28, 2022 and it is a one-time procedure.

Note: This linking process will need to be done for each NextGen court you need to file.

1. Click on the **E-Filing (CM/ECF)** link on the Puerto Rico Bankruptcy Court's website:

www.prb.uscourts.gov



UNITED STATES BANKRUPTCY COURT
DISTRICT OF PUERTO RICO
Hon. Mildred Cabán Flores, Chief Judge
Hon. Enrique S. Lamoutte | Hon. Edward A. Godoy
María de los Ángeles González, Clerk of Court

Court Info | Judges' Info | For Attorneys | For Debtors | For Creditors | Forms

Case Locator (PACER) »
E-Filing (CM/ECF) »
File a Proof of Claim »

Welcome
On behalf of the Judges and staff of the United States Bankruptcy Court for the District of Puerto Rico I welcome you to our home. This site is part of our commitment to serve the public, the bar and the court. Your feedback

2. Click on the **District of Puerto Rico - Document Filing System** link.



UNITED STATES BANKRUPTCY COURT
DISTRICT OF PUERTO RICO

Welcome to the U.S. Bankruptcy Court for the District of Puerto Rico

[District of Puerto Rico - Document Filing System](#)

3. The PACER Login screen will appear. Log in with your **upgraded PACER** username and password.

➔ Puerto Rico Bankruptcy Court Login
* Required Information

Username *

Password *

Client Code

Login Clear

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

4. Once logged in, you'll be redirected to our court's filing system. Click on **Utilities** and select **NextGen Release 1.1 Menu Items**.

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

Utilities

Your Account	Miscellaneous
Internet Payments Due	Mailings...
Internet Payment History	Verify a Document
Maintain Your ECF Account	Court Information
View Your Transaction Log	Release 5.0 Menu Items
Your PACER Account...	NextGen Release 1.1 Menu Items
	NextGen Release 1.2 Menu Items

5. Select **Link a CM/ECF account to my PACER account**.

CM/ECF Query Reports **Utilities** Search 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](#)

6. Enter your current **CM/ECF login and password**. Click on **Submit**.

[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:

[Forgot login password](#)

[More about Upgraded PACER account](#)

***Note:** If you don't remember your CM/ECF login credentials, please contact our court staff at (787) 977-6000.

7. Make sure that the **CM/ECF account** and **PACER account** listed match and are accurate. If so, click **Submit**. *Note that your individual PACER account should be listed. DO NOT link a shared firm PACER account to your CM/ECF account.

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

Do you want to link these accounts?

CM/ECF **John Attorney**
PACER **John Attorney**

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.

8. You have successfully linked your account. Note that you will now only use your PACER username and password to log in to both PACER and our court's CM/ECF system.

The **Bankruptcy** and **Adversary** menu items should now appear in the tool bar. If the menus do not appear, try the following steps:

- a. Refresh your webpage.
- b. Log out, close the browser, then log back in.
- c. Clear cookies, cache and history. Close the browser, then log back in.