

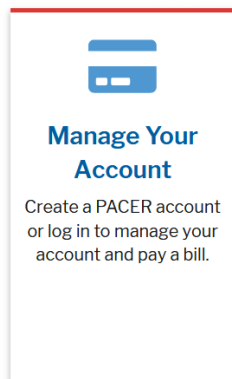
## UPGRADING YOUR PACER ACCOUNT

If your PACER account was created prior to August 2014, you must upgrade it before you are able to file in NextGen CM/ECF. After upgrading your PACER account, you will also need to link it to your existing CM/ECF e-filing account (see *Linking Your CM/ECF Account to Your Upgraded PACER Account* for instructions).

### Upgrading Your PACER Account

**STEP 1** Go to [www.pacer.gov](http://www.pacer.gov).

**STEP 2** Hover your cursor over the **Manage Your Account** tab.



**STEP 3** Click the **Manage My Account Login** option.

**Log in to Manage My Account**

- Click **Log in to Manage My Account**.

**STEP 4** The **Manage My Account** screen displays.

## Upgrading your PACER Account



### Manage My 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?](#)

**NOTICE:** This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

- Enter your PACER username and password.
- Click Login.

### STEP 5 Your account type will be listed as **Legacy PACER Account**..

<b>Account Number</b>	7005835
<b>Username</b>	TR5835
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Legacy PACER Account ( <a href="#">Upgrade</a> )

**Settings** Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Billing Preferences](#)

[Set Security Information](#)

- Click the **Upgrade** link.
  - NOTE: If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and no action is required.

### STEP 6 The Upgrade PACER Account page displays.

**Upgrade PACER Account**

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

**Person** | Address | Security

**\* Required Information**

Prefix

First Name \*

Middle Name

Last Name \*

Generation

Suffix

Date of Birth \*

Email \*

Confirm Email \*

User Type \*

- Verify your personal information and update/enter all required information in each tab (**Person**, **Address**, and **Security**).

#### Person Tab:

- Review/Update your personal information. A red asterisk indicates a required response.
  - **NOTE:** Select the **User Type** that best describes the individual or organization associated with this account. The user type information is used for statistical purposes only.
  - For example, if this is an attorney account, select **ATTORNEY** from the **User Type** list.
- Click **Next**.

## Upgrading your PACER Account

The screenshot shows the 'Person' tab of the PACER account upgrade form. The form is divided into three tabs: 'Person', 'Address', and 'Security'. The 'Person' tab is active. The form contains the following fields:

- Prefix: Select Prefix (dropdown)
- First Name: John
- Middle Name: (empty)
- Last Name: Public
- Generation: Select Generation (dropdown)
- Suffix: Select Suffix (dropdown)
- Date of Birth: (calendar icon)
- Email: johnpublic@gmail.com
- Confirm Email: johnpublic@gmail.com
- User Type: INDIVIDUAL (dropdown)

Buttons at the bottom: Next, Reset, Cancel.

### Address Tab:

- Review/Update your address information. A red asterisk indicates a required response.
  - **NOTE:** To complete the address information, you must select a county from the **County** list.
- Click **Next**.

The screenshot shows the 'Address' tab of the PACER account upgrade form. The form is divided into three tabs: 'Person', 'Address', and 'Security'. The 'Address' tab is active. The form contains the following fields:

- Firm/Office: (empty)
- Unit/Department: (empty)
- Address: 123 Main Street
- Room/Suite: (empty)
- City: Washington
- State: District of Columbia (dropdown)
- County: Select County (dropdown)
- Zip/Postal Code: 20001
- Country: United States of America (dropdown)
- Primary Phone: 202-555-5555
- Alternate Phone: (empty)
- Text Phone: (empty)
- Fax Number: (empty)

Buttons at the bottom: Next, Back, Reset, Cancel.

### Security Tab:

- Create a new Username, Password, and Security Questions/Answers.

The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active and highlighted in yellow. Below the tabs, there is a section titled '\* Required Information'. This section contains the following fields:

- Username \***: A text input field.
- Password \***: A text input field.
- Confirm Password \***: A text input field.
- Security Question 1 \***: A dropdown menu with the text 'Select a Question' and a downward arrow.
- Security Answer 1 \***: A text input field.
- Security Question 2 \***: A dropdown menu with the text 'Select a Question' and a downward arrow.
- Security Answer 2 \***: A text input field.

At the bottom of the form, there are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'.

- Click **Submit**.

**STEP 7** Your PACER account is now upgraded.

### Upgrade Complete

Your personal information has been successfully changed and you now have an upgraded PACER account.

Close

- A dialog box displays confirming the upgrade was successful.
  - **NOTE:** You will no longer be able to use your old PACER username and password.
  - **For additional assistance, please contact the PACER Service Center at 1-800-676-6856.**