

UPGRADE YOUR EXISTING PACER ACCOUNT

On April 27, 2020, our court will "go live" with the Next Generation of CM/ECF ("NextGen"). You **must** have an upgraded PACER account to be able to file in our CM/ECF system on or after April 27, 2020. Follow the steps listed below to upgrade your account, or to verify that your account is already upgraded.

Upgrade Your PACER Account

STEP 1 Go to www.pacer.gov.

STEP 2 Click **Manage My Account** at the top of the page.



STEP 3 Login with your PACER user name and password.

STEP 4 If your account type is **Upgraded PACER Account** (as shown below), you already have an upgraded account and NO FURTHER ACTION IS REQUIRED AT THIS TIME.



Upgrade your PACER Account

STEP 5 If your account type is listed as **Legacy PACER Account** (as shown below), click the **Upgrade** link.

The screenshot shows the PACER 'MANAGE MY ACCOUNT' interface. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS icon. On the left, there is a 'PACER Links' sidebar with options: Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Welcome, John Public' message and a 'Logout' button. A table displays account details: Account Number (7001101), Username (tr1101), Account Balance (\$0.00), and Account Type (Legacy PACER Account). The 'Account Type' row has a red box around it, and the 'Upgrade' link is highlighted with a mouse cursor. Below the table, there are tabs for Settings, Maintenance, Payments, and Usage. Under the 'Settings' tab, there are links for Change Username, Change Password, Set Security Information, Update PACER Billing Email, and Set PACER Preferences.

You will be directed to the **Upgrade PACER Account** page. Verify your personal information and update/enter all required information in each tab (Person, Address, and Security).

STEP 6 **Person Tab:** Enter your date of birth, and then from the User Type list, select or verify INDIVIDUAL as the user type. Click Next.

The screenshot shows the 'Person' tab of the PACER account upgrade process. It features a form with the following fields: Prefix (dropdown), First Name (text, value: John), Middle Name (text), Last Name (text, value: Public), Generation (dropdown), Suffix (dropdown), Date of Birth (text, highlighted with a red box), Email (text, value: johnpublic@gmail.com), Confirm Email (text, value: johnpublic@gmail.com), and User Type (dropdown, value: INDIVIDUAL, highlighted with a red box). At the bottom, there are 'Next', 'Reset', and 'Cancel' buttons.

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STEP 7 Address Tab: To complete the address information, from the **County** list, select your county. 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 several fields for address information, with a red box highlighting the 'County' dropdown menu. The fields are as follows:

- * Required Information**
- Firm/Office:
- Unit/Department:
- Address *:
- Room/Suite:
- City *:
- State *:
- County *:
- Zip/Postal Code *:
- Country *:
- Primary Phone *:
- Alternate Phone:
- Text Phone:
- Fax Number:

At the bottom of the form are four buttons: Next, Back, Reset, and Cancel.

STEP 8 Security Tab: Create a **NEW** username, password, and select security questions. Click **Submit**.

The screenshot shows the 'Security' tab of the PACER Account Upgrade form. The form is divided into three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active. The form contains several fields for security information, with a red box highlighting the 'Security Question 1' dropdown menu. The fields are as follows:

- * Required Information**
- Username *:
- Password *:
- Confirm Password *:
- Security Question 1 *:
- Security Answer 1 *:
- Security Question 2 *:
- Security Answer 2 *:

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

STEP 9 A dialog box should display confirming the PACER upgrade was successful. Your new user name and password are now effective.