

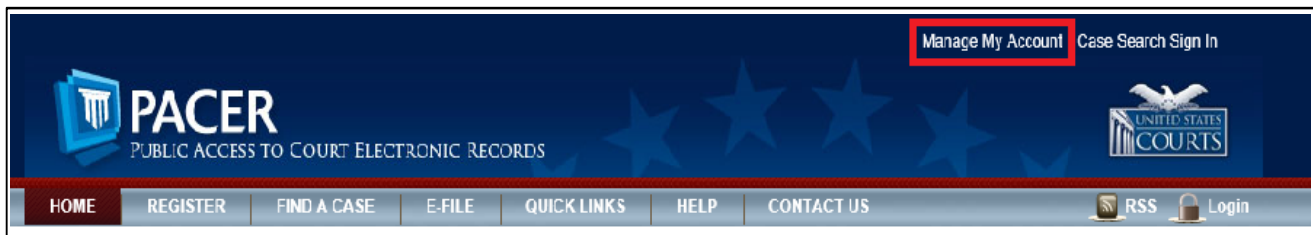
UPGRADE YOUR EXISTING PACER ACCOUNT

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

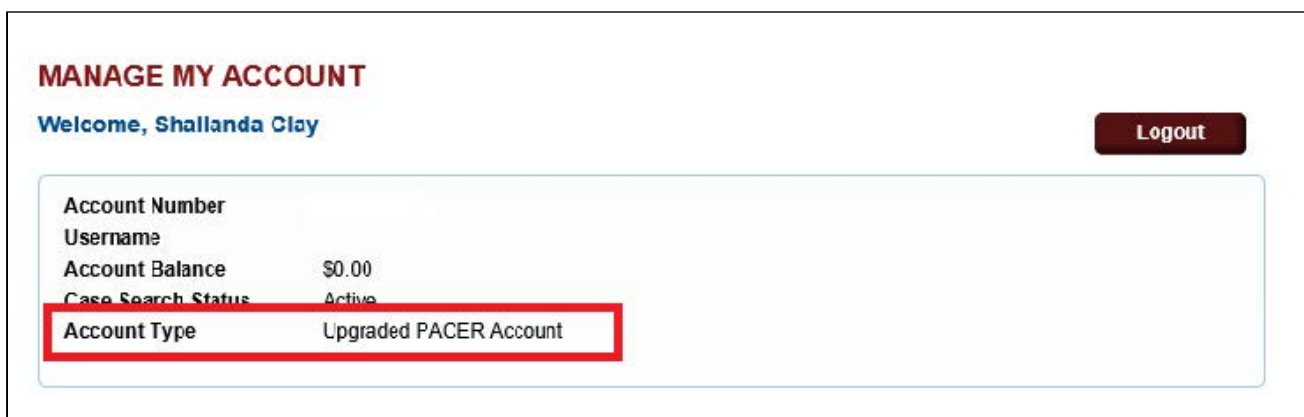
STEP 1 Go to www.pacer.gov.

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, and CONTACT US. On the left, there is a 'PACER Links' sidebar with options like 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 message 'Welcome, John Public' and a 'Logout' button. Below this, there is a table of account information:

Account Number	7001101
Username	tr1101
Account Balance	\$0.00
Save Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

The 'Upgrade' link is highlighted with a red box and a mouse cursor. To the right of the account information, there is a section for 'Important News'. Below the account information, there is a tabbed interface with 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. The form is titled 'Person' and has tabs for 'Address' and 'Security'. Below the tabs, there is a section for '* Required Information'. 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 *: (empty) [highlighted with a red box]
- Email *: johnpublic@gmail.com
- Confirm Email *: johnpublic@gmail.com
- User Type *: INDIVIDUAL [highlighted with a red box]

At the bottom of the form, there are three buttons: Next, Reset, and Cancel.

Upgrade your PACER Account

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 'Person' tab is also visible. The form contains the following fields:

- * Required Information**
- Firm/Office**: Text input field.
- Unit/Department**: Text input field.
- Address ***: Text input field with the value '123 Main Street'.
- Room/Suite**: Text input field.
- City ***: Text input field with the value 'Washington'.
- State ***: Dropdown menu with the value 'District of Columbia'.
- County ***: Dropdown menu with the value 'Select County' (highlighted with a red box).
- Zip/Postal Code ***: Text input field with the value '20001'.
- Country ***: Dropdown menu with the value 'United States of America'.
- Primary Phone ***: Text input field with the value '202-555-5555'.
- Alternate Phone**: Text input field.
- Text Phone**: Text input field.
- Fax Number**: Text input field.

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 'Person' and 'Address' tabs are also visible. The form contains the following fields:

- * Required Information**
- Username ***: Text input field.
- Password ***: Text input field.
- Confirm Password ***: Text input field.
- Security Question 1 ***: Dropdown menu with the value 'Select a Question'.
- Security Answer 1 ***: Text input field.
- Security Question 2 ***: Dropdown menu with the value 'Select a Question'.
- Security Answer 2 ***: Text input field.

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.