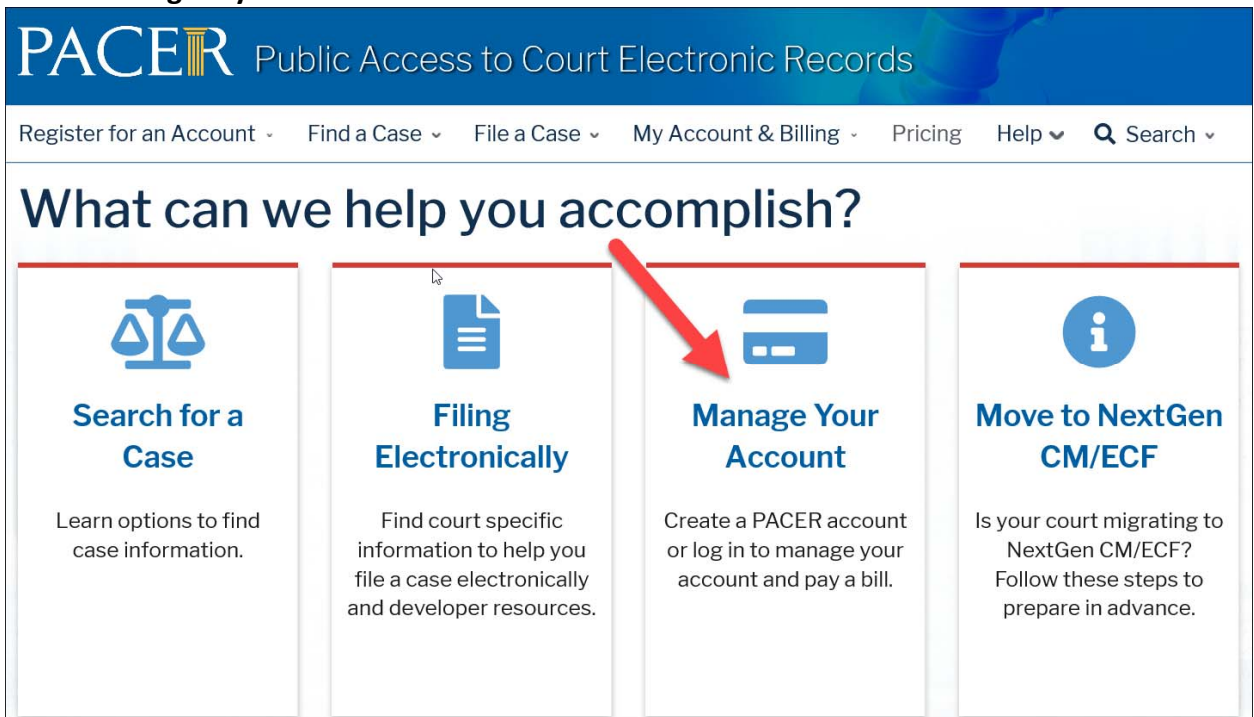


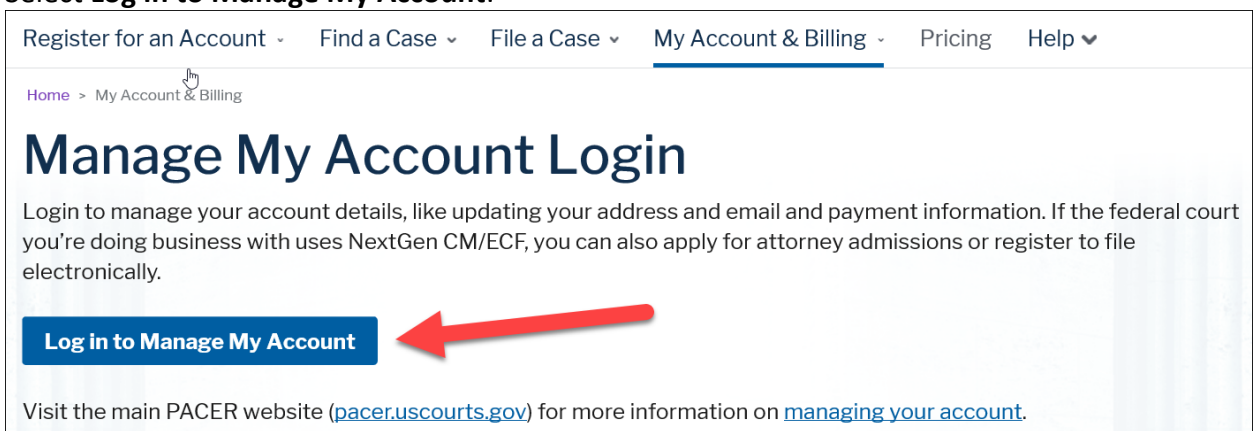
Upgrade Your PACER Account

If you have an individual PACER account that was created prior to August 11, 2014, it must be upgraded before you can file in our court after NextGen is implemented. If you do not have your own PACER account (i.e., if you share a PACER account with other members of your firm/company), refer to the instructions for registering for a new PACER account.

1. Go to <https://pacer.uscourts.gov>.
2. Select **Manage My Account**.



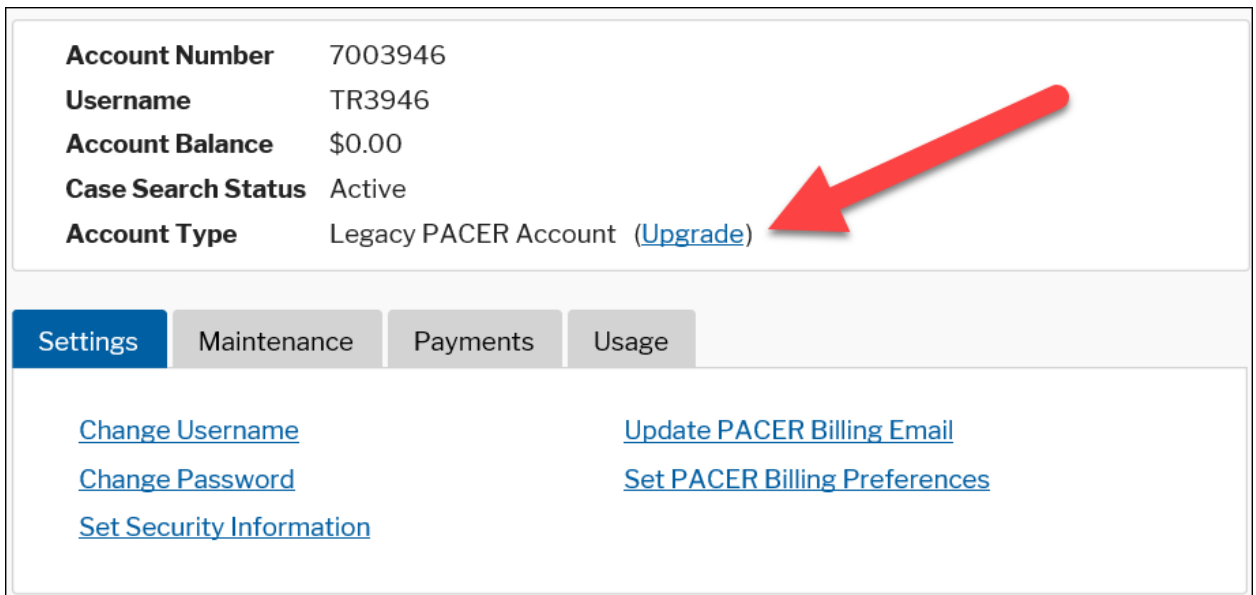
3. Select **Log in to Manage My Account**:



4. Login with your PACER username and password.

Upgrade Your PACER Account

5. Click the **Upgrade link** next to the Account Type.



The screenshot shows a PACER account information page. At the top, there is a table with the following details:

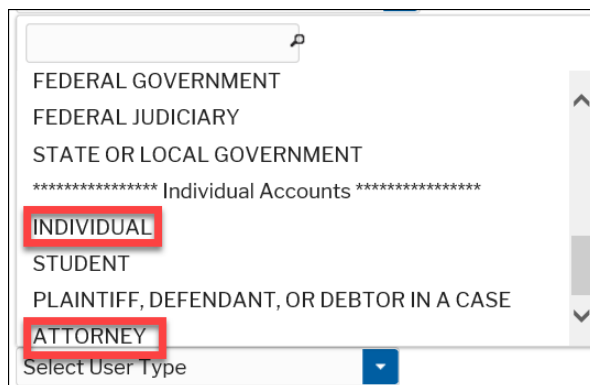
Account Number	7003946
Username	TR3946
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

A large red arrow points to the [Upgrade](#) link in the Account Type row. Below the table is a navigation bar with tabs: **Settings** (active), Maintenance, Payments, and Usage. Under the Settings tab, there are several links: [Change Username](#), [Change Password](#), [Set Security Information](#), [Update PACER Billing Email](#), and [Set PACER Billing Preferences](#).

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

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

- **Person Tab:** Update information if necessary and select the applicable **User Type**. NOTE: If you work for a government agency, make the appropriate selection from the Government Accounts category.



The screenshot shows a dropdown menu titled "Select User Type". The menu is open, displaying a list of options. The options are: FEDERAL GOVERNMENT, FEDERAL JUDICIARY, STATE OR LOCAL GOVERNMENT, ***** Individual Accounts ***** (with a separator line), **INDIVIDUAL** (highlighted with a red box), STUDENT, PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE, and **ATTORNEY** (highlighted with a red box). The dropdown arrow is visible at the bottom right of the menu.

Upgrade Your PACER Account

- **Address Tab:** Update information if necessary. Click **Next**.
 - **Security Tab:** Create a NEW username and password and select security questions. Click **Submit**.
7. **Your PACER account is now upgraded.** A confirmation screen will appear. You will no longer be able to use your old PACER username and password.

Upgrade Complete

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

Close

8. The next time you log into **Manage My Account**, the account type will now say **Upgraded PACER Account**, not **Legacy**.


Account Number	7003946
Username	JoQPu T 20
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings Maintenance Payments Usage

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

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

[Set Security Information](#)



9. **NOTE:** You will need to change the default PACER login within CM/ECF to your upgraded PACER account if you previously had it defaulted. Go to ecf.azb.uscourts.gov and login with your **CM/ECF login** and **password**. Select Utilities>Change Your PACER Account.
10. For additional assistance, please contact PACER at 1-800-676-6856 or email them at pacer@psc.uscourts.gov.