
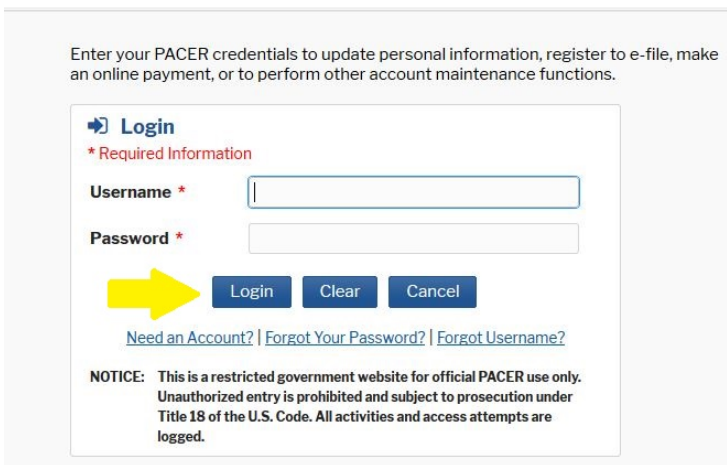
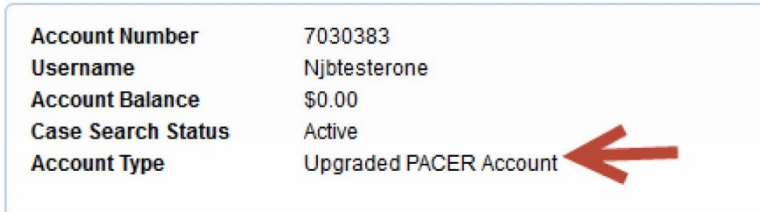


Upgrade Your Current PACER Account

Individual PACER accounts created prior to August 11, 2014 must be upgraded before e-filing can occur in a NextGen CM/ECF court. If you do not have your own PACER account (i.e., you share a PACER account with other members of your firm), refer to the instructions for registering for a new PACER account.

STEP	ACTION										
1	<p>Open a web browser and navigate to www.pacer.gov. Click on “Manage Your Account” from the Quick Access blocks. Select “manage my account login” and then “log in to manage my account.”</p> <p style="text-align: center;">What can we help you accomplish?</p>  <p>The screenshot shows four service tiles: 'Search for a Case', 'Filing Electronically', 'Manage Your Account' (highlighted with a yellow border), and 'Move to NextGen CM/ECF'. The 'Manage Your Account' tile includes the text: 'Create a PACER account or log in to manage your account and pay a bill.'</p>										
2	<p>Enter your PACER Username and Password.</p>  <p>The screenshot shows a login form with the following elements: <ul style="list-style-type: none"> Header: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' Section: 'Login' with a blue arrow icon. Label: '* Required Information'. Fields: 'Username *' and 'Password *' with corresponding input boxes. Buttons: 'Login', 'Clear', and 'Cancel'. Links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. Notice: '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.' A yellow arrow points to the 'Login' button. </p>										
3	<p>If your account type is listed as Upgraded PACER Account, you already have an upgraded account and no action is required.</p>  <p>The screenshot shows account details in a table format: <table border="1"> <tr> <td>Account Number</td> <td>7030383</td> </tr> <tr> <td>Username</td> <td>Njbtosterone</td> </tr> <tr> <td>Account Balance</td> <td>\$0.00</td> </tr> <tr> <td>Case Search Status</td> <td>Active</td> </tr> <tr> <td>Account Type</td> <td>Upgraded PACER Account</td> </tr> </table> A red arrow points to the 'Upgraded PACER Account' value. </p>	Account Number	7030383	Username	Njbtosterone	Account Balance	\$0.00	Case Search Status	Active	Account Type	Upgraded PACER Account
Account Number	7030383										
Username	Njbtosterone										
Account Balance	\$0.00										
Case Search Status	Active										
Account Type	Upgraded PACER Account										

4 If the account type is listed as **Legacy PACER Account**, as shown below, select the **UPGRADE** link.

Account Number 7003400
Username TR3400
Account Balance \$0.00
Case Search Status Active
Account Type Legacy PACER Account [Upgrade](#)

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

5 On each tab (Person/Address/Security), enter the required information (designated by a red asterisk “*”).

Person Tab: Enter your date of birth and ensure ‘user type’ is set to **Individual****. Click **Next**.

Person Address Security

* Required Information

Prefix Select Prefix

First Name * John

Middle Name Q

Last Name * Public

Generation Select Generation

Suffix Select Suffix

Date of Birth *

Email * john.q.public@yourdomain.com

Confirm Email * john.q.public@yourdomain.com

User Type * INDIVIDUAL

Next Reset Cancel

**** If you work for a government agency, please make the appropriate selection from the “Government Accounts” category, rather than the “Individual Accounts” category.**

(Continue)

Address Tab: Verify previously populated information for accuracy and select your country from the selection list. Click **Next**.

Person **Address** Security

*** Required Information**

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Next Back Reset Cancel

Security Tab: Create a new user name, password and security questions (if no questions exist). Click **Submit** when finished.

Person Address **Security**

*** Required Information**

Username *
Medium

Password *

Confirm Password *

Security Question 1 *

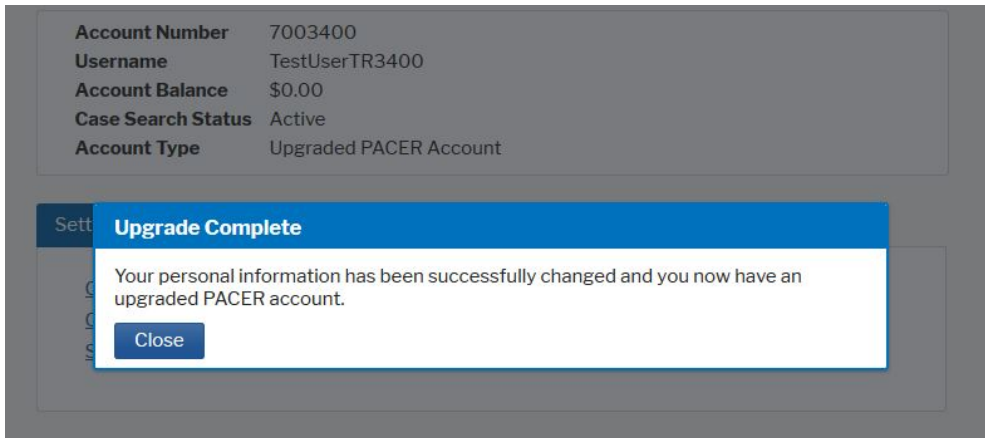
Security Answer 1 *

Security Question 2 *

Security Answer 2 *

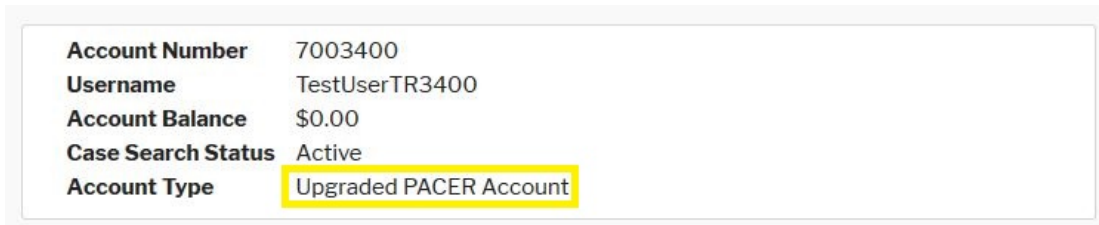
Submit Back Reset Cancel

6 Your PACER Account is now upgraded. A dialog box displays confirming the upgrade was successful.



NOTE: You are no longer able to use your old PACER user name and password.

7 Once your account has been upgraded, you will see the Account Type “Upgraded” under Manage My Account.



8 For questions, please contact PACER at 1-800-676-6856.