

UPGRADE YOUR EXISTING PACER ACCOUNT

On January 19, 2021, 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 January 19, 2021. 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 an 'Upgrade' link highlighted with a red box and a mouse cursor. Below this, 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 navigation bar with 'Person', 'Address', and 'Security' tabs. Below the navigation bar, there is a section for '* Required Information'. The form includes the following fields: Prefix (dropdown menu), First Name (text input, value: John), Middle Name (text input), Last Name (text input, value: Public), Generation (dropdown menu), Suffix (dropdown menu), Date of Birth (text input with calendar icon, highlighted with a red box), Email (text input, value: johnpublic@gmail.com), Confirm Email (text input, value: johnpublic@gmail.com), and User Type (dropdown menu, value: INDIVIDUAL, highlighted with a red box). At the bottom of the form, there are three buttons: Next, Reset, and Cancel.

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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 required fields, marked with a red asterisk (*). The 'County' dropdown menu is highlighted with a red box. The 'Next' button is visible at the bottom.

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

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 required fields, marked with a red asterisk (*). The 'Submit' button is visible at the bottom.

Field	Value
Username *	
Password *	
Confirm Password *	
Security Question 1 *	Select a Question
Security Answer 1 *	
Security Question 2 *	Select a Question
Security Answer 2 *	

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