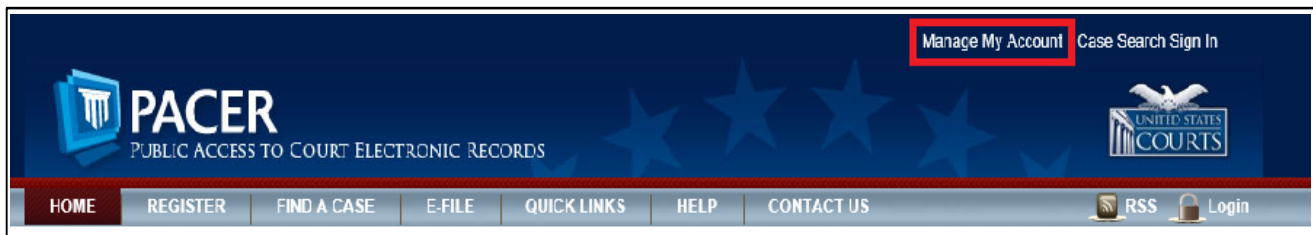# UPGRADE YOUR EXISTING PACER ACCOUNT

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.
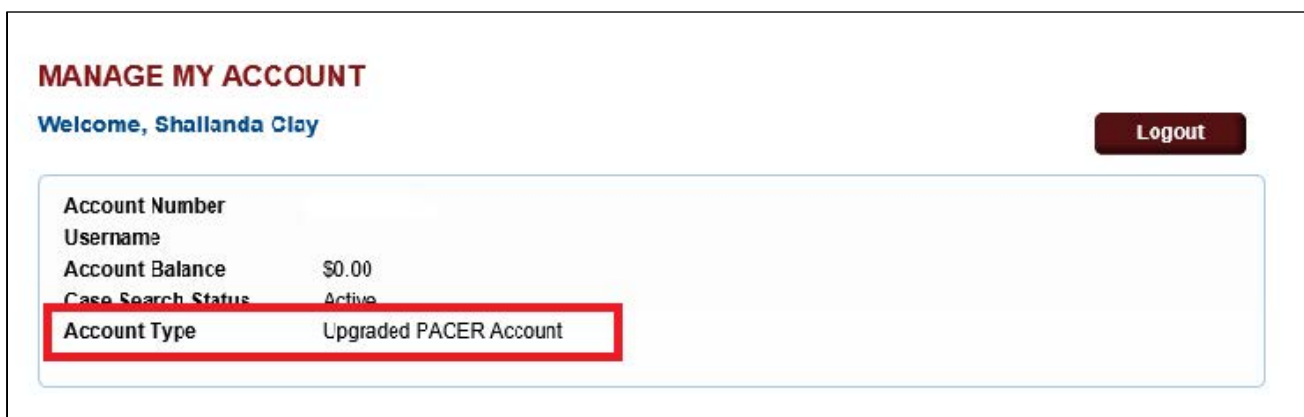
Upgrade Your PACER Account

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.

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   <u>Person Tab</u>: Enter your date of birth, and then from the User Type list, select or verify INDIVIDUAL as the user type.
Click Next.

Upgrade your PACER Account

STEP 7 **Address Tab:** To complete the address information, from the **County** list, select your county. Click **Next**.

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

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