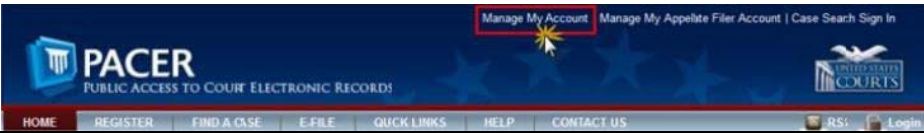

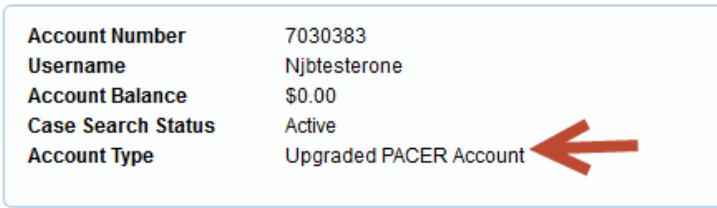
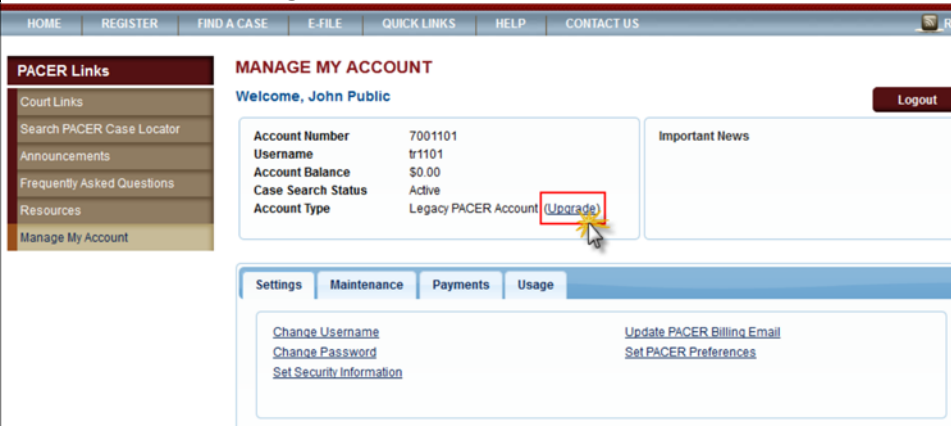


# Upgrade Your Current PACER Account

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	Go to <a href="http://www.pacer.gov">www.pacer.gov</a>
2	Select <b>Manage My Account</b> . 
3	Log in with your current PACER Username and Password. 
4	If your account type is listed as <b>Upgraded PACER Account</b> , you already have an upgraded account and no action is required. 
5	If the account type is listed as <b>Legacy PACER Account</b> , as shown below, select the <b>Upgrade</b> link. 

6

On each tab (Person/Address/Security), enter the required information (designated by a red asterisk “\*”). Some fields may be filled with information from your current PACER account. Review and edit any of the filled fields as needed and complete the remaining required unfilled fields.


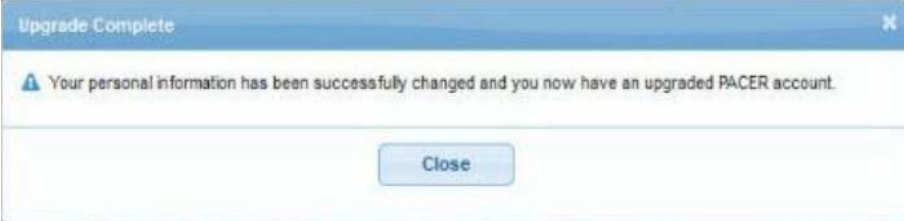
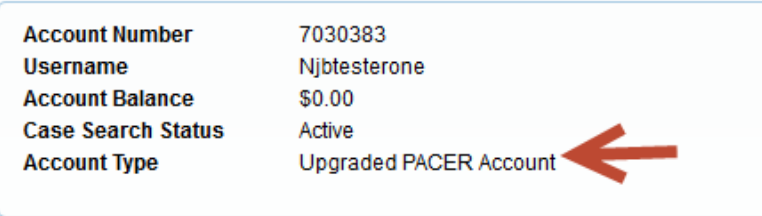
**Person Tab:** Enter your date of birth and ensure user type is set to **Individual\*\***. Click **Next**.

**\*\*EXCEPTION:** If you work for a government agency, please make the appropriate selection from the "Government Accounts" category, rather than the "Individual Accounts" category.

The screenshot shows the 'Person' tab of a form. At the top, there are three tabs: 'Person' (highlighted in yellow), 'Address', and 'Security'. Below the tabs, there is a section titled '\* Required Information'. The fields are: Prefix (dropdown menu), First Name \* (text input with 'John'), Middle Name (text input), Last Name \* (text input with 'Public'), Generation (dropdown menu), Suffix (dropdown menu), Date of Birth \* (text input with a calendar icon, highlighted with a red box), Email \* (text input with 'johnpublic@gmail.com'), Confirm Email \* (text input with 'johnpublic@gmail.com'), and User Type \* (dropdown menu with 'INDIVIDUAL', highlighted with a red box). At the bottom, there are three buttons: 'Next', 'Reset', and 'Cancel'.

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

The screenshot shows the 'Address' tab of a form. At the top, there are three tabs: 'Person', 'Address' (highlighted in yellow), and 'Security'. Below the tabs, there is a section titled '\* Required Information'. The fields are: Firm/Office (text input), Unit/Department (text input), Address \* (text input with '123 Main Street'), Room/Suite (text input), City \* (text input with 'Washington'), State \* (dropdown menu with 'District of Columbia'), County \* (dropdown menu with 'Select County', highlighted with a red box), Zip/Postal Code \* (text input with '20001'), Country \* (dropdown menu with 'United States of America'), Primary Phone \* (text input with '202-555-5555'), Alternate Phone (text input), Text Phone (text input), and Fax Number (text input). At the bottom, there are four buttons: 'Next', 'Back', 'Reset', and 'Cancel'.

	<p><b>Security Tab:</b> Create a new user name, password and security questions (if no questions exist). Click <b>Submit</b> when finished.</p> 
7	<p>Your PACER account is now upgraded. A dialog box displays confirming the upgrade was successful.</p>  <p><b>NOTE:</b> You are no longer able to use your old PACER user name and password.</p>
8	<p>Once your account has been upgraded, you will see the Account Type of <b>Upgraded</b> under Manage My Account.</p> 
9	<p>For questions, <b>please contact PACER at 1-800-676-6856.</b></p>