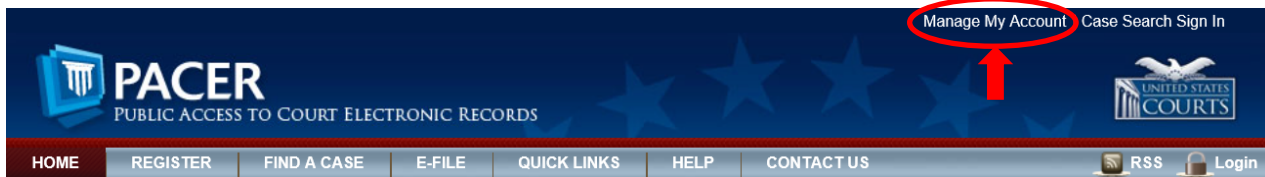




UPGRADING A LEGACY PACER ACCOUNT

NextGen CM/ECF requires an upgraded PACER account.

STEP 1 Go to the PACER Service Center (PSC) site at <https://www.pacer.gov> and Click on the [Manage My Account](#) link.



STEP 2 Enter your PACER Username and Password and Click [Login](#).

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

** Required Information*

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

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.



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Upgrading a Legacy PACER Account

STEP 3 On the Manage My Account page, look under Account Type. If your Account Type is [Legacy PACER Account](#), click the [Upgrade](#) link.

MANAGE MY ACCOUNT

Welcome, John Public

Logout

Account Number	1231323
Username	John Public
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

NOTE: If your Account Type shows [Upgraded PACER Account](#), you have an upgraded PACER account and do not need to continue.

STEP 4 On the [Person](#) tab, complete all the required information. Click [Next](#).

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. NOTE: This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person Address Security

*** Required Information**

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

Confirm Email *

User Type *

[Next](#) [Reset](#) [Cancel](#)



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Upgrading a Legacy PACER Account

STEP 5 On the [Address](#) tab, complete all the required information. Click [Next](#).

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person **Address** Security

*** Required Information**

Firm/Office	<input type="text" value="Law Offices of John Q. Public"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="123 Any Street"/> <input type="text"/> <input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Your Town"/>
State *	<input type="text" value="New York"/>
County *	<input type="text" value="NEW YORK"/>
Zip/Postal Code *	<input type="text" value="10022"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-555-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

Next **Back** **Reset** **Cancel**



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Upgrading a Legacy PACER Account

STEP 6 On the **Security** tab, complete all the required information. Click **Submit**.

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person **Address** **Security**

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *


Security Question 2 *

Security Answer 2 *

Submit **Back** **Reset** **Cancel**

STEP 7 You will receive a message showing the upgrade is complete. Click **Close**.

Upgrade Complete

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

Close