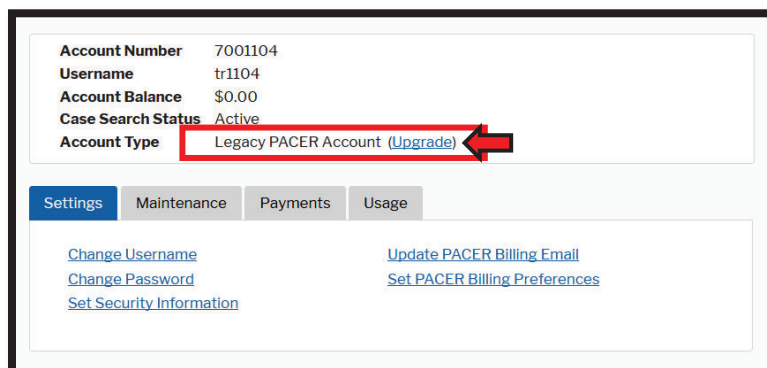# UPGRADING YOUR PACER ACCOUNT

The next generation (NextGen) of CM/ECF provides a new logon module that allows you to use your PACER account to access PACER and any NextGen court in which you are allowed to file. To activate this feature, you must have an upgraded PACER account. If you PACER account was created prior to August 2014, you must upgrade it following the steps listed below. As courts move to NextGen CM/ECF, you will also need to link any existing CM/ECF e-filing accounts in these courts to your upgraded PACER account (see *Linking your CM/ECF Account to your Upgraded PACER Account (Bankruptcy and District courts)* or *Linking your CM/ECF Account to your Upgraded PACER Account (Appellate courts)* for instructions).

Upgrading PACER Account

STEP 1   Go to www.pacer.gov

STEP 2   Click **My Account and Billing**, then **Manage My Account Login**. When prompted, enter your PACER username and password.

STEP 3   Your account type may be listed as **Legacy PACER Account**. To upgrade, click the **Upgrade** link.

If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and no action is required.

STEP 5   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**).

Person Tab: Verify the information listed in the required fields and update, if necessary. Enter your date of birth, and then from the **User Type** list, select a user type, if one was not previously selected. Select the user type that best describes the individual or organization associated with this account. The user type information is used for statistical purposes. Click **Next**.

Address Tab: Verify and/or update the address information listed. From the **County** list, select your county. Click **Next**.

Security Tab: Create a new username, password, and security questions. Click **Submit**.

STEP 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 username and password.