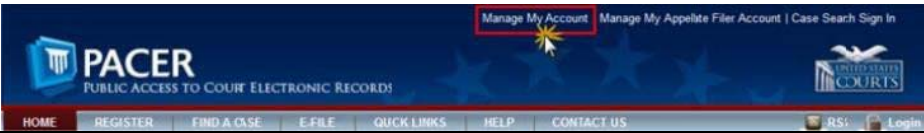

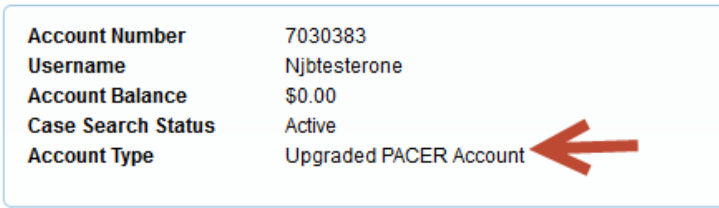
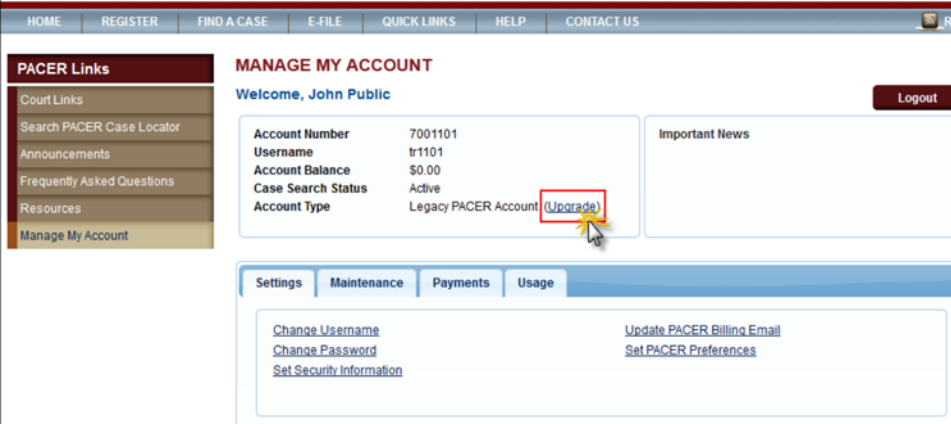


Upgrade Your Current PACER Account

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 www.pacer.gov
2	Select Manage My Account . 
3	Log in with your current PACER Username and Password. 
4	If your account type is listed as Upgraded PACER Account , you already have an upgraded account and no action is required. 
5	If the account type is listed as Legacy PACER Account , as shown below, select the Upgrade link. 

6


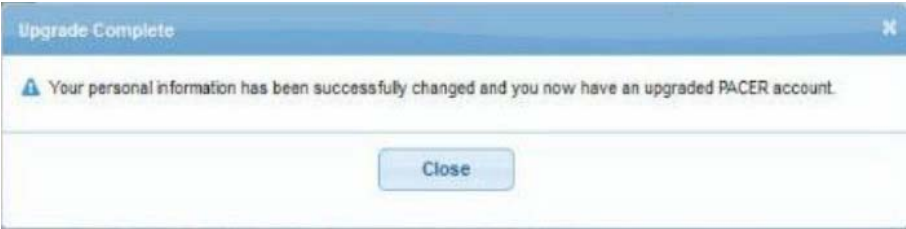
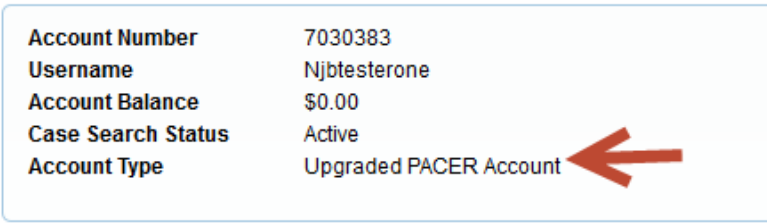
On each tab (Person/Address/Security), enter the required information (designated by a red asterisk “*”). Some fields may be filled with information from your current PACER account. Review and edit any of the filled fields as needed and complete the remaining required unfilled fields.

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

The screenshot shows the 'Person' tab of a PACER account setup form. The 'Person' tab is selected, and the 'Address' and 'Security' tabs are also visible. The form contains several fields, with 'Date of Birth' and 'User Type' highlighted with red boxes. The 'Date of Birth' field is empty, and the 'User Type' dropdown is set to 'INDIVIDUAL'. Other fields include 'Prefix', 'First Name' (John), 'Middle Name', 'Last Name' (Public), 'Generation', 'Suffix', 'Email' (johnpublic@gmail.com), and 'Confirm Email' (johnpublic@gmail.com). At the bottom, there are 'Next', 'Reset', and 'Cancel' buttons.

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 PACER account setup form. The 'Address' tab is selected, and the 'Person' and 'Security' tabs are also visible. The form contains several fields, with 'County' highlighted with a red box. The 'County' dropdown is set to 'Select County'. Other fields include 'Firm/Office', 'Unit/Department', 'Address' (123 Main Street), 'Room/Suite', 'City' (Washington), 'State' (District of Columbia), 'Zip/Postal Code' (20001), 'Country' (United States of America), 'Primary Phone' (202-555-5555), 'Alternate Phone', 'Text Phone', and 'Fax Number'. At the bottom, there are 'Next', 'Back', 'Reset', and 'Cancel' buttons.

	<p>Security Tab: Create a new user name, password and security questions (if no questions exist). Click Submit when finished.</p> 
7	<p>Your PACER account is now upgraded. A dialog box displays confirming the upgrade was successful.</p>  <p>NOTE: 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 Upgraded under Manage My Account.</p> 
9	<p>For questions, please contact PACER at 1-800-676-6856.</p>

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