## INSTRUCTIONS FOR UPGRADING A LEGACY PACER ACCOUNT

You have an individual PACER account and it must be upgraded for Central Sign-On in a NextGen CM/ECF court. Accounts created prior to August 11, 2014 must be upgraded.

- 1. Go to <u>www.pacer.gov</u>.
- 2. Select Manage My Account.



- 3. Login with your current PACER Username and Password.
- 4. If Account Type is Legacy, select Upgrade.

HOME REGISTER FINE	A CASE E-FILE QUICK LINKS	HELP CONTACT US SRS
PACER Links	MANAGE MY ACCOUNT	
Court Links	Welcome, John Public	Logout
Search PACER Case Locator	Account Number 7001101	Important News
Announcements	Username tr1101	
Frequently Asked Questions	Case Search Status Active	
Resources	Account Type Legacy PACER	Account (Upgrade)
Manage My Account		
	Settings Maintenance Payments Chance Username Chance Password Set Security Information	Usage Update PACER Billing Email Set PACER Preferences

- 5. Update/enter all required information in each field.
- 6. In the Person tab, select Attorney as your user type if you are an attorney. If you are a pro-se party, select Plaintiff, Defendant.

User Type *	Select User Type		
	FEDERAL GOVERNMENT		
Check here if this acco	FEDERAL JUDICIARY 1ey Panel		
	STATE OR LOCAL GOVERNMENT		
	**************************************		
User Verification *	INDIVIDUAL		
	STUDENT		
	PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE		
	ATTORNEY		

- 7. Create a NEW username and password at the Security screen. Click Submit.
- 8. Your PACER account is upgraded.