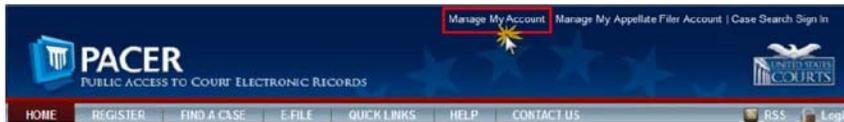


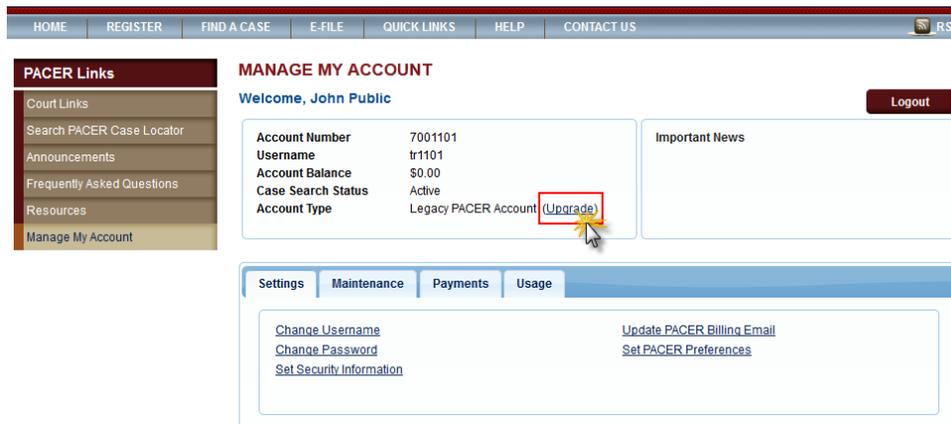
INSTRUCTIONS FOR UPGRADING A LEGACY PACER ACCOUNT

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.

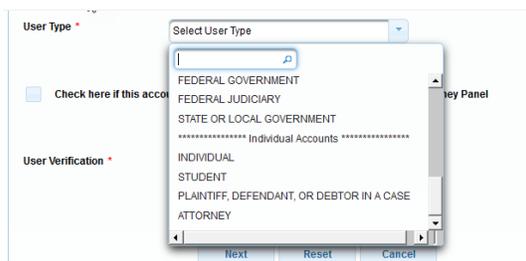
1. Go to www.pacer.gov.
2. Select Manage My Account.



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



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.



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