

Upgrade Your Current PACER Account

Individual PACER accounts (“Legacy Accounts”) created prior to August 11, 2014 must be upgraded before e-filing can occur in courts that have migrated to NextGen CM/ECF. If you **do not** have your own individual PACER account (*i.e.*, you share a PACER account with other members of your firm), then refer to the instructions for [registering for a new \(individual\) PACER account](#).

1. Open your web browser and navigate to pacer.uscourts.gov. Click on “**Manage Your Account**” from the Quick Access blocks. Select “manage my account login” and then “log in to manage my account.”

What can we help you accomplish?

The screenshot shows four service tiles:

- Search for a Case**: Learn options to find case information.
- Filing Electronically**: Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account** (highlighted): Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**: Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

2. Enter your PACER Username and Password.

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.

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

Account Number	7030383
Username	Njbtsterone
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account



4. If the account type is listed as **Legacy PACER Account** as shown below, then select the **(Upgrade)** link (highlighted in the yellow box below).

Account Number	7003400
Username	TR3400
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account Upgrade

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

5. On each tab (**Person | Address | Security**) enter the required information (designated by a red asterisk).
- a. **PERSON tab:** Enter your date of birth and ensure **User Type** is set to **Attorney**. If you work for a government agency, please make the appropriate selection from the “Government” category rather than the “Attorney” category. Click **Next**.

Person Address Security

* Required Information

Prefix Select Prefix

First Name * John

Middle Name Q.

Last Name * Public

Generation Select Generation

Suffix Select Suffix

Date of Birth * 01/01/1960

Email * john.q.public@yourdomain.com

Confirm Email * john.q.public@yourdomain.com

User Type * ATTORNEY

Next Reset Cancel

- b. **ADDRESS tab:** Verify populated information for accuracy and select your country from the selection list. Click **Next**.

Person **Address** Security

*** Required Information**

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Next Back Reset Cancel

- c. **Security tab:** Create a new Username, Password, and Security Questions (if no questions exist). Click **Submit** when finished.

Person Address **Security**

*** Required Information**

Username *

Medium

Password *

Confirm Password *

Security Question 1 *

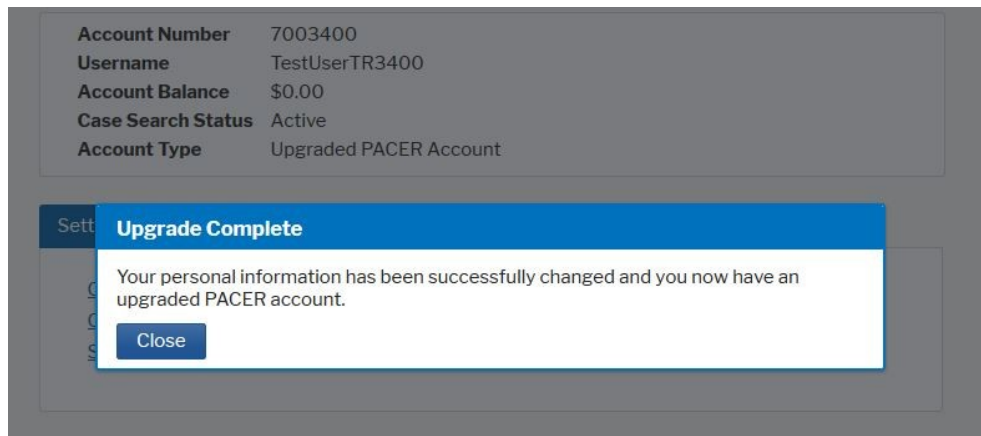
Security Answer 1 *

Security Question 2 *

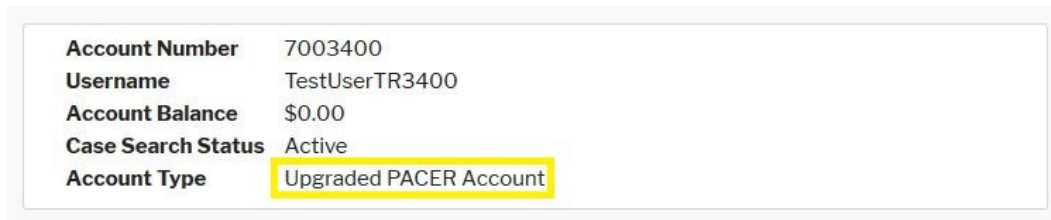
Security Answer 2 *

Submit Back Reset Cancel

6. Your PACER account is now upgraded. A dialog box confirms the upgrade was successful.



7. Once your account has been upgraded, you will see the Account Type "Upgraded PACER Account" under "Manage My Account."



8. For questions, please contact PACER at (800) 676-6856.