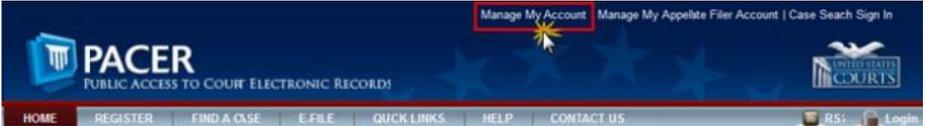
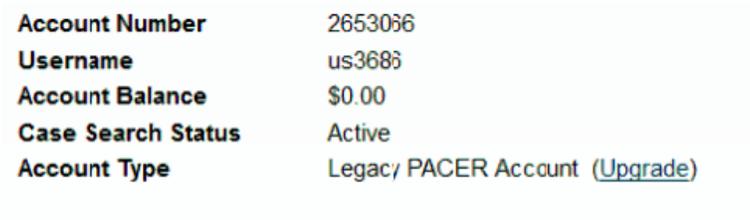
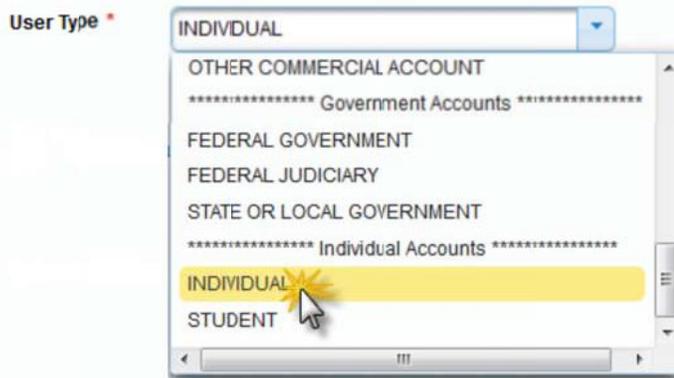


Upgrade Your Current PACER Account

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.

| Step | Action |
|------|---|
| 1 | Go to https://pacer.uscourts.gov/ |
| 2 | Select Manage My Account  |
| 3 | Log in with your current PACER Username and Password |
| 4 | Note the Account Type . Select the Upgrade link  |
| 5 | Take note of the information about account conversion |
| 6 | Update/enter all required information in each tab (Person, Address, Security). Select Next to move to the next tab and Submit when finished. In the Person tab, select Individual* as your user type.  |
| 7 | Close the Upgrade Complete button. Your account is upgraded. |

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