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 | | |
| | PUBLIC ACC HOME REGISTER | Manage My Account Manage My Appelite Filer Account Case Seach Sign In ER ESS TO COURT ELECTRONIC RECORD! FIND A CASE E FILE QUCK LINKS HELP CONTACT US | |
| 3 | Log in with your current PACER Username and Password | | |
| 4 | Note the Ac | count Type. Select the Upgrade link | |
| | Account Nun | nber 2653066 | |
| | Username | us368ô | |
| | Account Bala | ance \$0.00 | |
| | Case Search | a Status Active | |
| | Account Type | Legacy PACER Account (Upgrade) | |
| | | | |
| 5 | Take note of the information about account conversion | | |
| 6 | Update/ente Security). S finished. | date/enter all required information in each tab (Person, Address, curity). Select Next to move to the next tab and Submit when shed. The Person tab, select Individual * as your user type. | |
| | In the Perso | | |
| | User Type * | INDIVDUAL | |
| | | OTHER COMMERCIAL ACCOUNT | |
| | | ****** Government Accounts ************************************ | |
| | | FEDERAL GOVERNMENT | |
| | | FEDERAL JUDICIARY | |
| | | STATE OR LOCAL GOVERNMENT | |
| | | ******************* Individual Accounts ************************************ | |
| | | STUDENT | |
| | | | |
| 7 | Close the U | ograde 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.