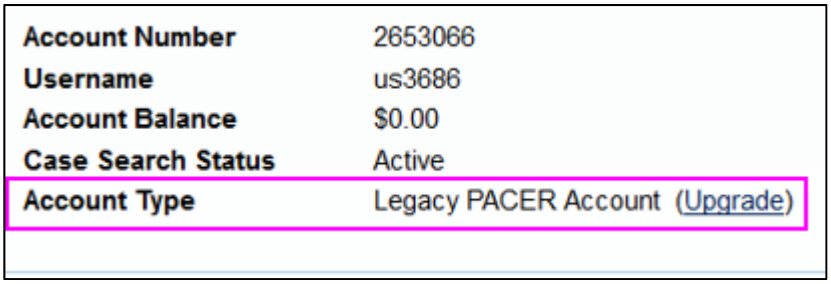
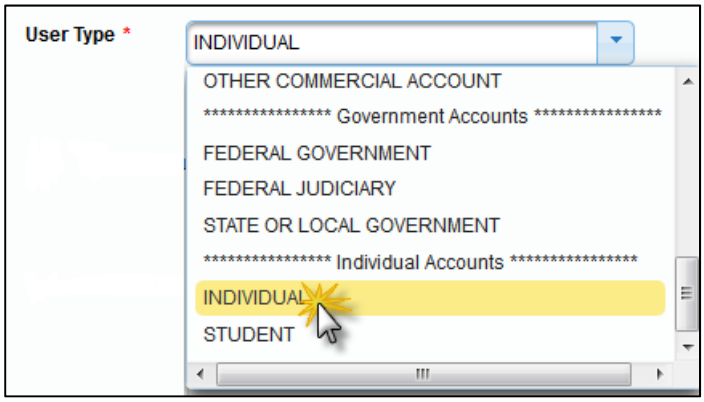
Upgrade Your (Legacy) PACER Account

If you have your own individual PACER account that was **created prior to August 11, 2014**, you have a Legacy PACER account and you must take steps to upgrade the account before you can e-file in a NextGen CM/ECF court. If you do not have your own PACER account (i.e. if you share a PACER account with other members of your firm), refer to the instructions for registering for a new PACER account.

Step	Action
1	Go to www.pacer.uscourts.gov
2	In the upper right corner, click on: '**Log in to...**' or '**Menu**' Click on: **Manage PACER Account**
3	Login with your **current PACER Username and Password**.
4	Note the **Account Type.** Click on: **Upgrade** 
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, choose the **user type** that best describes your situation. 
7	Close the Upgrade Complete button. Your account is upgraded. The next step is to Link this account to your CM/ ECF account.