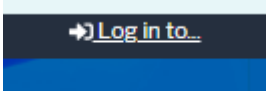
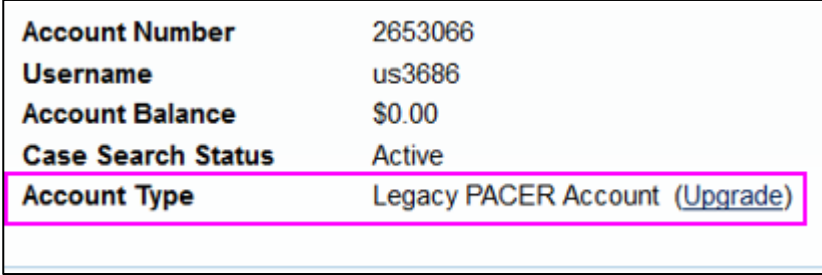
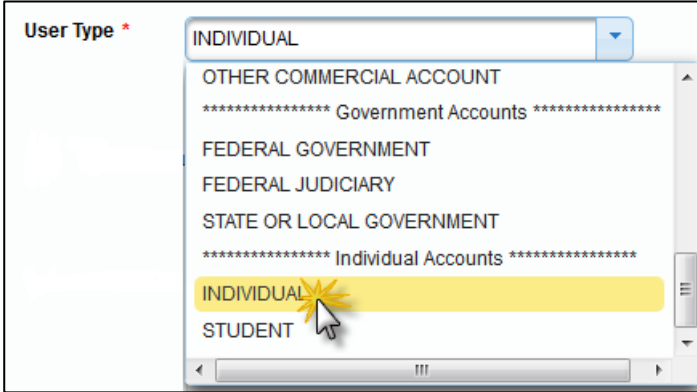


Upgrade Your (Legacy) PACER Account

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 https://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.