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 <u>www.pacer.gov</u>
2	Select Manage My Account
	Manage My Account Manage My Appeliate Filer Account Case Search Sign In PACER FUBLIC ACCESS TO COURT ELECTRONIC RECORDS HOME REGISTER FIND A CASE E FILE QUICK LINKS HELP CONTACT US
3	Log in with your current PACER Username and Password
4	Note the Account Type. Select the Upgrade link
	Account Number2653066Usernameus3686Account Balance\$0.00Case Search StatusActiveAccount TypeLegacy PACER Account (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, select Individual * as your user type.
	User Type * INDIVIDUAL OTHER COMMERCIAL ACCOUNT ************************************
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.