## **Upgrade Your Current PACER Account**

Individual PACER accounts created prior to August 11, 2014 must be upgraded before efiling can occur in a NextGen CM/ECF court. If you do not have your own PACER account (i.e., 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 <u>www.pacer.gov</u>
2	Select Manage My Account. Manage My Account Manage My Appelite Filer Account   Case Search Sign In PACER FUBLIC ACCESS TO COURT ELECTRONIC RECORDS HOME REGISTER FIND A CASE E-FILE QUCK LINKS MELP CONTACT US
3	Log in with your current PACER Username and Password.
4	If your account type is listed as <b>Upgraded PACER Account</b> , you already have an upgraded account and no action is required.          Account Number       7030383         Username       Njbtesterone         Account Balance       \$0.00         Case Search Status       Active         Account Type       Upgraded PACER Account
5	If the account type is listed as Legacy PACER Account, as shown below, select the Upgrade link.

Person Tab: Enter your date of birth and ensure user type is set Individual**. Click Next. **EXCEPTION: If you work for a government agency, please ma appropriate selection from the "Government Accounts" category, than the "Individual Accounts" category. Person Address Security Person Bank and a security Person Address Tab: Verify previously populated information for accurate select your county from the select list. Click Next. Person Beer Security Person Beer Security Person Address Security Person Address Security Person Address Security Person Beer Security P	(d in th	esignated formation f	(Person/Address/Security), enter the required information by a red asterisk "*"). Some fields may be filled with rom your current PACER account. Review and edit any o ds as needed and complete the remaining required unfille
**EXCEPTION: If you work for a government agency, please marappropriate selection from the "Government Accounts" category, than the "Individual Accounts" category.          Procon Address Security         **Regrete Marriadon         **extraction         Select Prefix         **extraction         Select Derendon         Suffix         Suffix         Suffix         Suffix         Suffix         Suffix         Suffix         Security         Naxt         Reset         Cancel			
*Required information         Prefix         First Name *         John         Middle Name         Last Name *         Select Generation         Select Suffix         Email *         Johnpublic@gmail.com         Confirm Email *         Johnpublic@gmail.com         User Type *         Next         Reset         Cancel		approp	riate selection from the "Government Accounts" category, rathe
Prefix       Belect Prefix         First Name *       John         Middle Name       Public         Generation       Select Generation         Suffix       Belect Deneration         First Name *       Public         Generation       Select Generation         Suffix       Belect Suffix         Famil *       Johnpublic@gmail.com         Confirm Email *       Johnpublic@gmail.com         User Type *       Next       Reset         Cancel       Select Your county from the select list. Click Next.         First Name *       Important Street         WindGess Security       Important Street         WindGesstreen       Important Street         Winders *       Important Street         Winderstore       Important Street		Person Add	tress Security
select your county from the select list. Click Next.		Prefix First Name * Middle Name Last Name * Generation Suffix Date of Birth * Email * Confirm Email	Select Prefix John Public Select Generation Select Suffix Johnpublic@gmail.com NDMIDUAL
Person       Address       Security         * Required information       •         Firm/Office       •         Unit/Department       •         Address *       123 Main Street         Room/Suite       •         City *       Washington         State *       District of Columbia         County *       Select County         Zip/Postal Code *       20001         Country *       •         Primary Phone *       202-555-5555         Aternate Phone       •         Text Phone       •			
Firm/Office   Unit/Department   Address *   123 Main Street   Address *   123 Main Street   Room/Suite   City *   Washington   State *   District of Columbia   County *   Select County   Zip/Postal Code *   20001   Country *   United States of America   Primary Phone *   202-555-5555   Alternate Phone   Text Phone	6-23		
Unit/Department Address* 123 Main Street  Room/Suite City* Washington State* District of Columbia County* Select County Zp/Postal Code* 20001 Country* United States of America Primary Phone* 202-555-5555 Alternate Phone Text Phone			
Address *       123 Main Street         Room/Suite			
City *     Washington       State *     District of Columbia       County *     Select County       ZipiPostal Code *     20001       Country *     United States of America       Primary Phone *     202-555-5555       Alternate Phone			123 Main Street
City *     Washington       State *     District of Columbia       County *     Select County       ZipiPostal Code *     20001       Country *     United States of America       Primary Phone *     202-555-5555       Alternate Phone			
State * District of Columbia   County * Select County   ZpiPostal Code * 20001   Country * United States of America   Primary Phone * 202-555-5555   Alternate Phone	,	Room/Suite	
County *     Select County       Zip/Postal Code *     20001       Country *     United States of America       Primary Phone *     202-555-5555       Alternate Phone		City *	Washington
Zip/Postal Code *     20001       Country *     United States of America       Primary Phone *     202-555-5555       Atternate Phone		State *	District of Columbia
Country * United States of America * Primary Phone * 202-555-5555 Alternate Phone Text Phone		County *	Select County
Primary Phone * 202-555-5555 Alternate Phone Text Phone	-	Zip/Postal Code	20001
Alternate Phone Text Phone		Country *	United States of America
Alternate Phone Text Phone	,	Primary Phone *	202-555-5555
		Alternate Phone	
Fax Number		Text Phone	
		Fax Number	
Next Back Reset Cancel			Next Back Reset Cancel

	<b>Security Tab:</b> Create a new user name, password and security questions (if no questions exist). Click <b>Submit</b> when finished.
	Person Address Security
	* Required Information Username *
	Password * Confirm Password *
	Security Question 1 Select a Question
	Security Answer 1 * Security Question 2 * Select a Question
	Security Answer 2 * Submit Back Reset Cancel
7	Your PACER account is now upgraded. A dialog box displays confirming the upgrade was successful.
	Close
	<b>NOTE:</b> You are no longer able to use your old PACER user name and password.
8	Once your account has been upgraded, you will see the Account Type o <b>Upgraded</b> under Manage My Account.
	Account Number7030383UsernameNjbtesteroneAccount Balance\$0.00Case Search StatusActiveAccount TypeUpgraded PACER Account
9	For questions, please contact PACER at 1-800-676-6856.