



Upgrade Your Current PACER Account

Attorney already has an individual PACER account, but it must be upgraded for Central Sign-On in a NextGen CM/ECF Court.

- Step 1 Go to www.pacer.uscourts.gov
- Step 2 Select **My Account & Billing**
- Step 3 Select **Manage My Account Login**

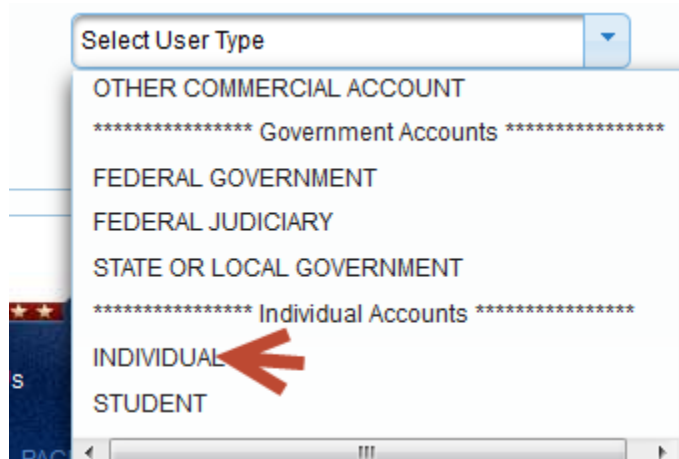


- Step 4 Login using your current PACER Username and Password
- Step 5 The account type below is listed as Legacy account. **Select Upgrade Link.**

Account Number	2654003
Username	us4631
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

- Step 6 Update and/or complete the required information in the Person tab . Click Next when finished.

In the Person tab, select **Individual** as user type, unless you have a government account, if so, select from the government account list.



Step 7 Update and/or complete the required information in the Address tab. Click **Next** when finished.

Step 8 Create a User Name, Password (using the guidelines in the pop up box), select and answer the security questions and click **Submit**.

Step 9 Click **Close** on the **Upgrade Complete** screen. Your account is upgraded.

Once your account has been upgraded when you login to Manage My Account, you will see the account type now says **Upgraded**, not Legacy.

Account Number	7030383
Username	Njbtesterone
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account ←