

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.gov

Step 2 Select **Manage PACER Account** at the top of the screen and login with new PACER login and password.

the public access services.

Close

PACER Log in

Manage PACER Account

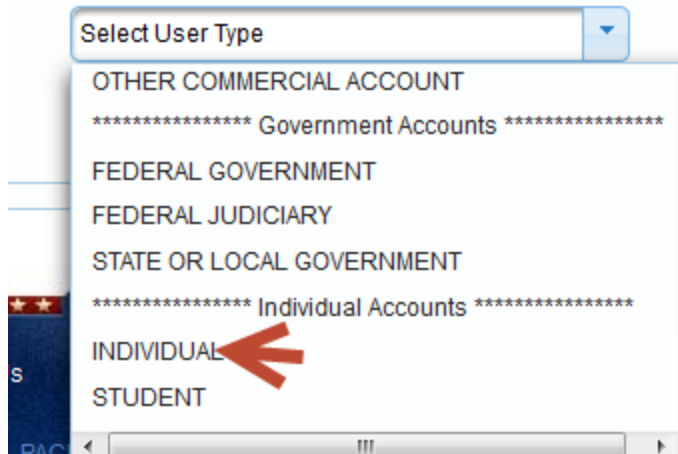
Step 3 Login using your current PACER Username and Password

Step 4 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 5 Update and/or complete the required information . Click **Submit** 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 6 Create a User Name, Password (using the guidelines in the pop up box), select and answer the security questions and click **NEXT**.

Step 7 Close **Upgrade Complete** button. 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	Njbtosterone
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account 