



NextGen CM/ECF requires an **upgraded** PACER account.

STEP 1 Go to the PACER Service Center (PSC) site at <https://www.pacer.gov> Click on the [Manage Your Account](#) link.



STEP 2 Enter your PACER **Username** and **Password**. Click **Login**.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

*** Required Information**

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.



STEP 3 On the Manage My Account page, look under Account Type. If your Account Type is *Legacy PACER Account*, click the [Upgrade](#) link.

MANAGE MY ACCOUNT

Welcome, John Public Logout

Account Number	7000214
Username	TR0214
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account Upgrade

! NOTE: If your Account Type shows *Upgraded PACER Account*, you have an upgraded PACER account and do not need to continue.

STEP 4 On the *Person* tab, complete all the required information. Click [Next](#).

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person Address Security

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

Confirm Email *

User Type *

[Next](#) Reset Cancel



STEP 5 On the [Address](#) tab, complete all the required information. Click [Next](#).

Upgrade PACER Account

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If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person **Address** Security

*** Required Information**

Firm/Office	Law Offices of John Q. Public
Unit/Department	
Address *	123 Any Street
Room/Suite	
City *	Your Town
State *	New York
County *	NEW YORK
Zip/Postal Code *	10022
Country *	United States of America
Primary Phone *	555-555-3232
Alternate Phone	
Text Phone	
Fax Number	

[Next](#) [Back](#) [Reset](#) [Cancel](#)



STEP 6 On the *Security* tab, complete all the required information. Click **Submit**.

Upgrade PACER Account

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If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person **Address** **Security**

* Required Information

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

STEP 7 You will receive a box showing the upgrade is complete. Click **Close**.

Upgrade Complete

Your personal information has been successfully changed and you now have an upgraded PACER account.