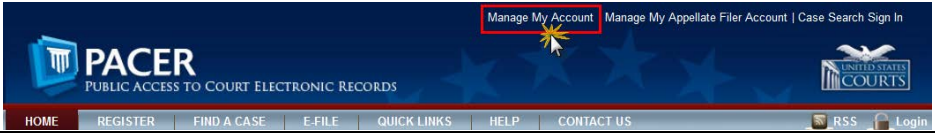
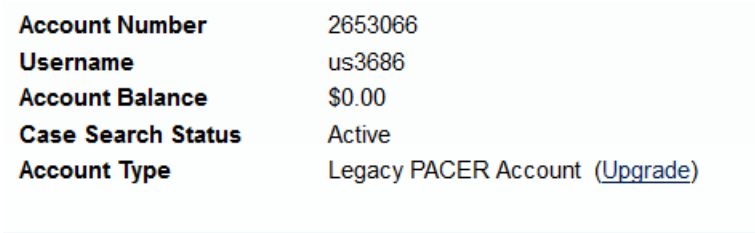
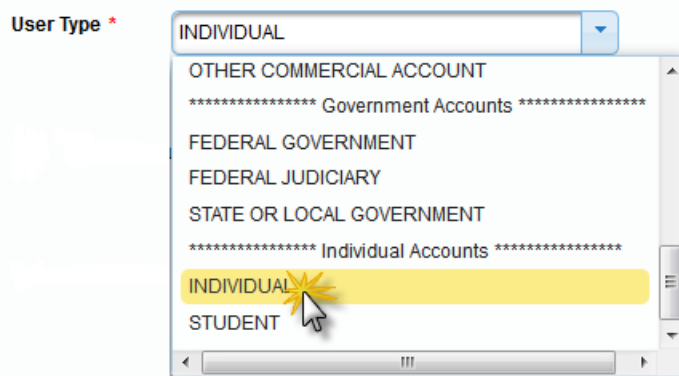


Upgrade Your Legacy PACER Account

If you have your own PACER account that was created prior to August 11, 2014, it must be upgraded before you can e-file in a NextGen CM/ECF court. If you do not have your own PACER account (i.e., if 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 www.pacer.gov
2	Select Manage My Account 
3	Login with your current PACER Username and Password.
4	Note the Account Type . Select the Upgrade link 
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. <p>In the Person tab, choose the user type that best describes your situation. If you work for a government agency, check with your employer as to how you should complete your registration.</p> 

Step	Action
7	Close the Upgrade Complete button. Your account is upgraded. After the Court goes live on NextGen on September 28, you will link this account to your CM/ECF account.