

Upgrade a PACER Account

Your upgraded PACER account will have new security features, including self-service login retrieval and password reset. This feature requires you to add the following information to the account: a valid email address, a security question and answer, and your date of birth.

To upgrade your current PACER account, go to the PACER Service Home <https://www.pacer.gov/> page and Click **Manage My Account** at the top center of the page.

The screenshot shows the PACER Service Home website. At the top, there is a navigation bar with the following links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, Browse Aloud, RSS, and Login. The 'Manage My Account' link is highlighted with a red box. Below the navigation bar, the main content area is divided into several sections:

- Public Access to Court Electronic Records (PACER)** is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.
- NEXTGEN CM/ECF**: The Federal Judiciary has developed a Next Generation (NextGen) Case Management/ Electronic Case Files (CM/ECF) system that will allow you to use the same account for both PACER and electronic filing access. More information on the improvements to PACER and CM/ECF is available. Check back for updates as courts go live on the new system. A yellow box contains the text: "Click here if you received a notice about NextGen CM/ECF from a federal court or just have questions about NextGen CM/ECF."
- FREQUENTLY USED**: Court Links, Forgot Your Password?, Billing Information.
- PACER CASE LOCATOR**: The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information.
- PACER ANNOUNCEMENTS**:
 - October 2016 Newsletter (10/04/2016)
 - Notice of possible PACER and CM/ECF disruption on November 30 (11/25/2015)
 - New Limit for Credit Card Payments Effective June 1, 2015 (07/23/2015)
 - Exemption from PACER Fee Increase for Government Users Expires on April 1, 2015 (02/01/2015)
 - Training on Changes to PACER (12/08/2014)
 - Restoration of Access to Legacy Case Information (10/31/2014)
- WHO CAN ACCESS PACER?**: PACER is available to anyone who registers for an account. The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.
- HOW DO I ACCESS PACER?**

Enter your current PACER Username and Password. Click **Login**.

Manage My Account | Manage My Appellate Filer Account | Case Se

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

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 * PS00004

Password *

Login Clear Cancel

[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.

If you have forgotten your existing PACER Username or Password, click the **Forgot your Password?** Or **Forgot Username?** Hyperlink to retrieve your Username or Password.

Manage My Account | Manage My Appellate Filer Account | Case Se

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

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Login

* Required Information

Username * PS00004

Password *

Login Clear Cancel

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

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Click the **Maintenance** tab.

MANAGE MY ACCOUNT

Welcome, John Public Logout

Account Number	2617065	Important News
Username	MyUsername	
PACER Account Balance	\$0.00	

Settings **Maintenance** Payments Usage

[Change Username](#) [Go Paperless \(Statements\)](#)
[Change Password](#) [Set PACER Preferences](#)
[Set Security Information](#)

Click **Update Personal Information**.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

PACER Links

- Court Links
- Search PACER Case Locator
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- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public Logout

Account Number	2617065	Important News
Username	PS0004	
PACER Account Balance	\$0.00	

Settings Maintenance **Payments** Usage

[Update Personal Information](#) Update name, email address, title, and user type. [Set Security Information](#)

Take a moment to review the information about account upgrades. Once you upgrade a PACER account, the upgraded account can be used for read-only PACER access to all courts and for filing access to NextGen CM/ECF courts.

Once the upgrade is complete, you can no longer use your old PACER Username and Password.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065	Important News
Username	PS0004	
PACER Account Balance	\$0.00	

Upgrade 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) 675-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

[Person](#) [Address](#) [Security](#)

Scroll down the page to **Person** information. Some fields may be filled with information from your current PACER account. Review and edit any of the filled fields as needed and complete all of the remaining required, unfilled fields (marked with a red asterisk). When all required fields are completed, click **Next** at the bottom of the page.

[Person](#) [Address](#) [Security](#)

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

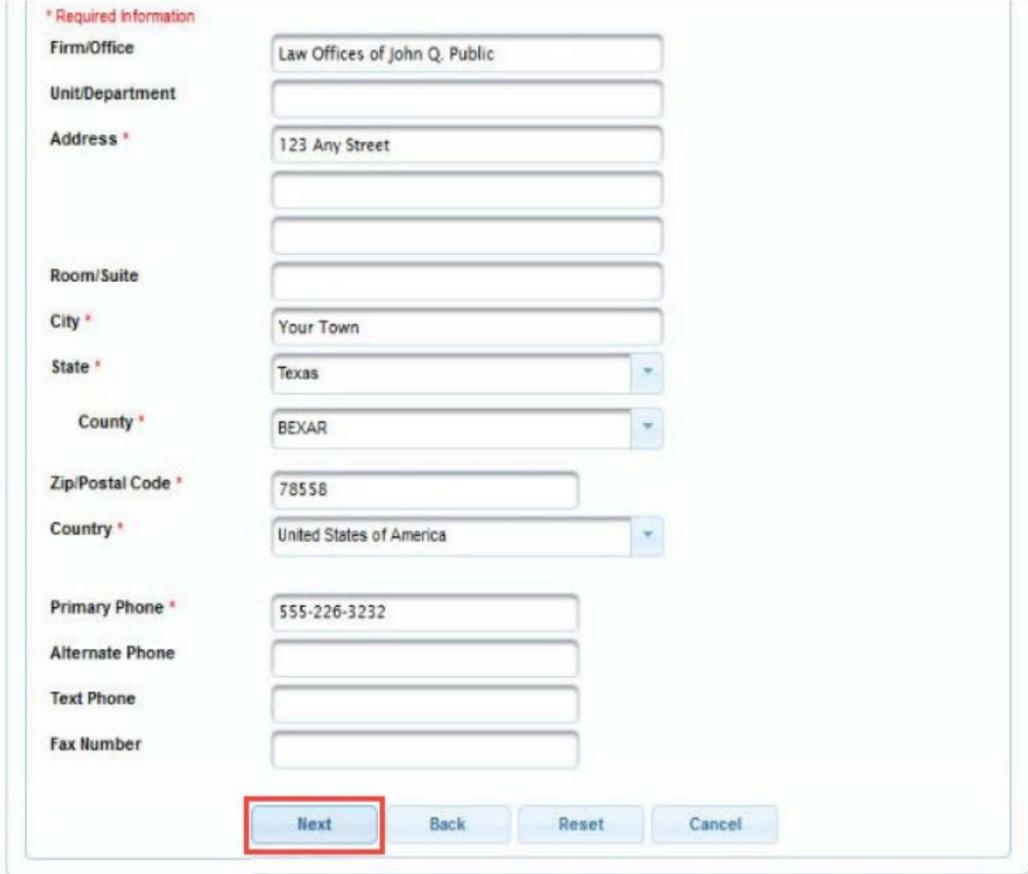
Confirm Email *

User Type *

Federal Tax ID *

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

On the Address page, edit or add new text to each required field. Click **Next** at the bottom of the page.



The screenshot shows a web form titled "Required Information" with the following fields and values:

Field	Value
Firm/Office *	Law Offices of John Q. Public
Unit/Department	
Address *	123 Any Street
Room/Suite	
City *	Your Town
State *	Texas
County *	BEXAR
Zip/Postal Code *	78558
Country *	United States of America
Primary Phone *	555-226-3232
Alternate Phone	
Text Phone	
Fax Number	

At the bottom of the form, there are four buttons: "Next", "Back", "Reset", and "Cancel". The "Next" button is highlighted with a red rectangular border.

On the **Security** page, enter a new Username and Password and complete the security questions and answers. On-screen help is available for each field. Click **Submit** at the bottom of the page.

This is the final step in upgrading your PACER account. Once you click Submit, the Username and Password will provide read-only PACER access to all courts and filing access to NextGen CM/ECF courts. You will no longer be able to log in using your old PACER Username and Password.

Person Address **Security**

* Required Information

Username * MyUsername

Strong

Password * ●●●●●●●●

Confirm Password * ●●●●●●●●

Security Question 1 * In what city or town was your first job?

Security Answer 1 * Austin

Security Question 2 * What is your best friend's first name?

Security Answer 2 * Gabe

Submit Back Reset Cancel

The **Upgrade Complete** dialog box opens to confirm that your account has been upgraded.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
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UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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MANAGE MY ACCOUNT

Welcome, John Public

Logout

Upgrade Complete

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

Close

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

After your PACER account is upgraded, the next step is to link your upgraded PACER account to your 8th Circuit CM/ECF e-filer account. **The linking process will not be available until Monday, December 19, 2016.** This document will be updated in the future with a link to those instructions.