

# Step 2. Upgrade Your Current PACER Account

If you have your own PACER account that was created prior to August 11, 2014 (also known as a *legacy account*), you must upgrade the account before you can electronically file in a NextGen CM/ECF court.

[Note: If you do not have your own PACER account (i.e., if you share a PACER account with others in your firm), refer to the instructions to register for a new PACER account.]

| Step | Action   |
|------|--|
| 1    | Go to <a href="http://www.pacer.gov">www.pacer.gov</a>   |
| 2    | Click on <b>Manage My Account</b> .<br>  |
| 3    | Login using your current PACER username and password.  |
| 4    | Note the <b>Account Type</b> . Click on the <b>Upgrade</b> link.<br>   |
| 5    | Read the information about the PACER account conversion.   |
| 6    | Update/enter all required information in the <i>Person</i> , <i>Address</i> , and <i>Security</i> tabs. Select <b>Next</b> to move to the next tab and click on the <b>Submit</b> button when you are finished.<br><br>In the <i>Person</i> tab, choose the <b>User Type</b> that best describes your situation. (If you work for a government agency, check with your employer as to how you should complete your registration.)<br><br><i>(Step 6 continues on next page.)</i> |

| Step                     | Action   |
|--------------------------|--|
| <p>6<br/>(continued)</p> | <div data-bbox="646 226 1339 609" style="border: 1px solid gray; padding: 5px;"> <p>User Type *</p> <div style="border: 1px solid gray; padding: 2px;"> <p>INDIVIDUAL</p> <p>OTHER COMMERCIAL ACCOUNT</p> <p>***** Government Accounts *****</p> <p>FEDERAL GOVERNMENT</p> <p>FEDERAL JUDICIARY</p> <p>STATE OR LOCAL GOVERNMENT</p> <p>***** Individual Accounts *****</p> <p style="background-color: yellow;">INDIVIDUAL</p> <p>STUDENT</p> </div> </div> <p>Click on the <b>Submit</b> button.</p> |
| <p>7</p>                 | <p>Click on the <b>Upgrade Complete</b> button.</p> <p>Your account is upgraded. After the court goes live on NextGen CM/ECF, you will link this account to your CM/ECF account.</p>   |