

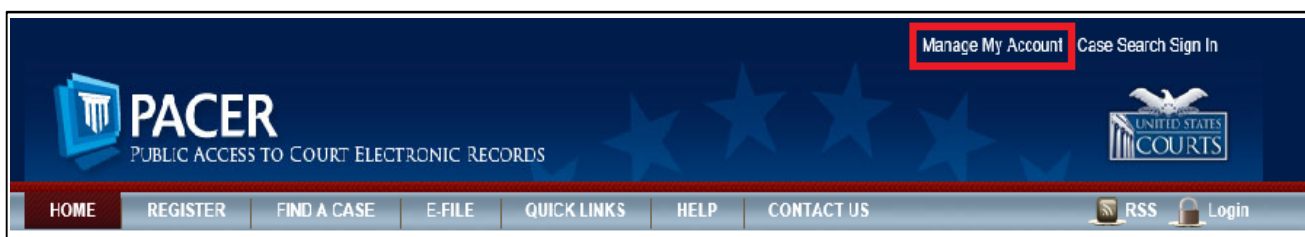
UPGRADE YOUR EXISTING PACER ACCOUNT

On July 13, 2020, our court will "go live" with the Next Generation of CM/ECF ("NextGen"). You **must** have an upgraded PACER account to be able to file in our CM/ECF system on or after July 13, 2020. Follow the steps listed below to upgrade your account, or to verify that your account is already upgraded.

Upgrade Your PACER Account

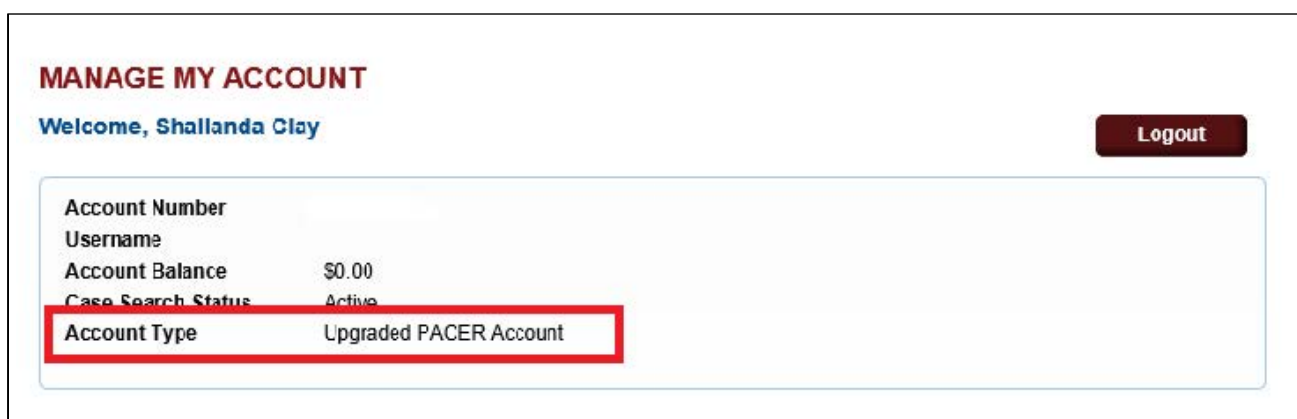
STEP 1 Go to www.pacer.gov.

STEP 2 Click **Manage My Account** at the top of the page.



STEP 3 Login with your PACER user name and password.

STEP 4 If your account type is **Upgraded PACER Account** (as shown below), you already have an upgraded account and NO FURTHER ACTION IS REQUIRED AT THIS TIME.



Upgrade your PACER Account

STEP 5 If your account type is listed as **Legacy PACER Account** (as shown below), click the **Upgrade** link.

The screenshot shows the PACER 'MANAGE MY ACCOUNT' interface. At the top, there is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and an RSS icon. On the left, there is a 'PACER Links' sidebar with options: Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Logout' button. Below the title, it says 'Welcome, John Public'. A table displays account details: Account Number (7001101), Username (tr1101), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Legacy PACER Account). The 'Upgrade' link next to the Account Type is highlighted with a red box and a mouse cursor. Below this, there are tabs for Settings, Maintenance, Payments, and Usage. Under the Settings tab, there are links for Change Username, Change Password, Set Security Information, Update PACER Billing Email, and Set PACER Preferences.

You will be directed to the **Upgrade PACER Account** page. Verify your personal information and update/enter all required information in each tab (Person, Address, and Security).

STEP 6 **Person Tab:** Enter your date of birth, and then from the User Type list, select or verify INDIVIDUAL as the user type. Click Next.

The screenshot shows the 'Person' tab of the PACER account upgrade process. It features three tabs: Person, Address, and Security. Below the tabs, there is a section for '* Required Information'. The fields are: Prefix (Select Prefix dropdown), First Name (John), Middle Name, Last Name (Public), Generation (Select Generation dropdown), Suffix (Select Suffix dropdown), Date of Birth (text input with a calendar icon, highlighted with a red box), Email (johnpublic@gmail.com), Confirm Email (johnpublic@gmail.com), and User Type (INDIVIDUAL dropdown, highlighted with a red box). At the bottom, there are three buttons: Next, Reset, and Cancel.

Upgrade your PACER Account

STEP 7 Address Tab: To complete the address information, from the **County** list, select your county. Click **Next**.

The screenshot shows the 'Address' tab of the PACER Account Upgrade form. The form is titled '* Required Information' and contains the following fields:

- Firm/Office
- Unit/Department
- Address * (with '123 Main Street' entered)
- Room/Suite
- City * (with 'Washington' entered)
- State * (with 'District of Columbia' selected)
- County * (with 'Select County' selected, highlighted by a red box)
- Zip/Postal Code * (with '20001' entered)
- Country * (with 'United States of America' selected)
- Primary Phone * (with '202-555-5555' entered)
- Alternate Phone
- Text Phone
- Fax Number

At the bottom of the form are four buttons: Next, Back, Reset, and Cancel.

STEP 8 Security Tab: Create a **NEW** username, password, and select security questions. Click **Submit**.

The screenshot shows the 'Security' tab of the PACER Account Upgrade form. The form is titled '* Required Information' and contains the following fields:

- Username *
- Password *
- Confirm Password *
- Security Question 1 * (with 'Select a Question' selected)
- Security Answer 1 *
- Security Question 2 * (with 'Select a Question' selected)
- Security Answer 2 *

At the bottom of the form are four buttons: Submit, Back, Reset, and Cancel.

STEP 9 A dialog box should display confirming the PACER upgrade was successful. Your new user name and password are now effective.