Upgrade Your PACER Account

Legacy PACER Account: PACER Account created prior to August 11, 2014

User has a Legacy PACER Account

STEP	ACTION		
1	Go to <u>www.pacer.gov</u>		
2	Select Manage My Account.		
	Manage My Account Case Search Sign In PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS		
3	Login using your current PACER Username and Password.		
4	The account type is listed as a Legacy Account. Select Upgrade Link. Account Number 2654003 Username us4631 Account Balance \$0.00 Case Search Status Active Account Type Legacy PACER Account (Upgrade)		
5	Update and/or complete the required information. Select Submit . In the Person tab, select the user type that best describes your role. TIP: Most Users will select either: • Attorney • Individual Select User Type FEDERAL GOVERNMENT FEDERAL JUDICIARY STATE OR LOCAL GOVERNMENT INDIVIDUAL STUDENT PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE ATTORNEY		

STEP	ACTION			
6	Create a User Name and Password (Using the guidelines in the pop-up box). Choose and answer security questions, then select NEXT .			
	* Required Information Username *	ttorneyb	Your password must be between 8 to 45 characters long and contain at least one	
	Password *		special character. Pay attention to the password strength meter. NOTE: It cannot contain any parts of your First Name, Last Name, Username or Email	
	Security Question 1 *	/hat is your best friend's first name?	address.	
	Security Answer 1 * Mary			
	Security Question 2 * In what city or town was your first job?			
	Security Answer 2 * Minneapolis			
7	Select Upgrade Cor	Next Back Re mplete button. Your A	eset Cancel	
After login, select Manage My Account. The Account type now displays Upgraded PACER Account.				
	Account Number Username Account Balance Case Search Sta Account Type	7030383 Njbtesterone \$0.00 tus Active Upgraded PACER Acco	ount -	
NOTE: Be sure to link the Upgraded PACER Account with your CM/ECF Account on or after March 30, 2020				