

UPGRADE A PACER ACCOUNT

On Monday, November 13, 2017, the U.S. Court of Appeals for the Fourth Circuit will go live on the Next Generation of CM/ECF (NextGen CM/ECF), the latest iteration of the national case management and electronic case filing system.

The first step is to upgrade your legacy PACER account to an “Upgraded” PACER account. If any of the following is true, you already have an upgraded PACER account and no action is required until after the NextGen upgrade on November 13, 2017:

- 1) You upgraded your PACER account for another NextGen court.
- 2) You created your PACER account after August 10, 2014.

If none of the above is true, you must upgrade your legacy PACER account before you will be able to link your PACER account to your ECF account. The linking process will not occur until after November 13, 2017.

UPGRADE INSTRUCTIONS

Your upgraded PACER account will have new security features, including self-service login retrieval and password reset. These features require 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 page](#) and click **Manage My Account** at the top center of the page.



The screenshot shows the PACER website header with the following elements:

- Logo: PACER PUBLIC ACCESS TO COURT ELECTRONIC RECORDS
- Navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US
- Top right navigation: Manage My Account (highlighted with a red arrow), Manage My Appellate Filer Account, Case Search, Sign In
- Additional links: Browse Aloud, RSS, Log In

Below the navigation bar, there are two main content areas:

- NEXTGEN CM/ECF**: A section titled "NEXTGEN CM/ECF" with the CM/ECF logo. Text: "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."
- PACER ANNOUNCEMENTS**: A list of recent announcements:
 - April 2017 Newsletter (04/03/2017)
 - 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)A "More »" link is provided at the bottom of the list.

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

The screenshot shows the PACER website's 'MANAGE MY ACCOUNT' section. On the left is a 'PACER Links' sidebar with options like 'Court Links', 'Search PACER Case Locator', and 'Manage My Account'. The main content area is titled 'MANAGE MY ACCOUNT' and includes a description: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' Below this is a 'Login' form with fields for 'Username *' (containing 'PS00004') and 'Password *' (masked with dots). Three buttons are present: 'Login' (highlighted with a red box), 'Clear', and 'Cancel'. Below the buttons are hyperlinks: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom states: '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.

This screenshot is identical to the one above, showing the PACER login page. However, in this version, the 'Login' button is not highlighted. Instead, the hyperlinks 'Forgot Your Password?' and 'Forgot Username?' are highlighted with a red box, indicating the next step in the process if a user has forgotten their credentials.

After accessing your account, click the **Maintenance** tab.

MANAGE MY ACCOUNT

Welcome, John Public

Logout

Account Number 2617065
Username MyUsername
PACER Account Balance \$0.00

Important News

Settings **Maintenance** Payments Usage

[Change Username](#)

[Change Password](#)



[Set Security Information](#)

[Go Paperless \(Statements\)](#)

[Set PACER Preferences](#)

Click **Update Personal Information**.

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



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

PACER Links

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

MANAGE MY ACCOUNT

Welcome, John Public

Logout

Account Number 2617065
Username PS0004
PACER Account Balance \$0.00

Important News

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.

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.

The screenshot displays the PACER website's 'MANAGE MY ACCOUNT' section. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Logout' button. A table shows account details: Account Number (2617065), Username (PS0004), and PACER Account Balance (\$0.00). An 'Important News' section is also present. A prominent yellow box with a red border contains an 'Upgrade PACER Account' notification, stating that a legacy account is being upgraded and the old username/password will be replaced. Below this notification are three tabs: 'Person', 'Address', and 'Security', with 'Person' currently selected.

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
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

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) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday.

Person Address Security

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 *

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 *

Password *

Confirm Password *

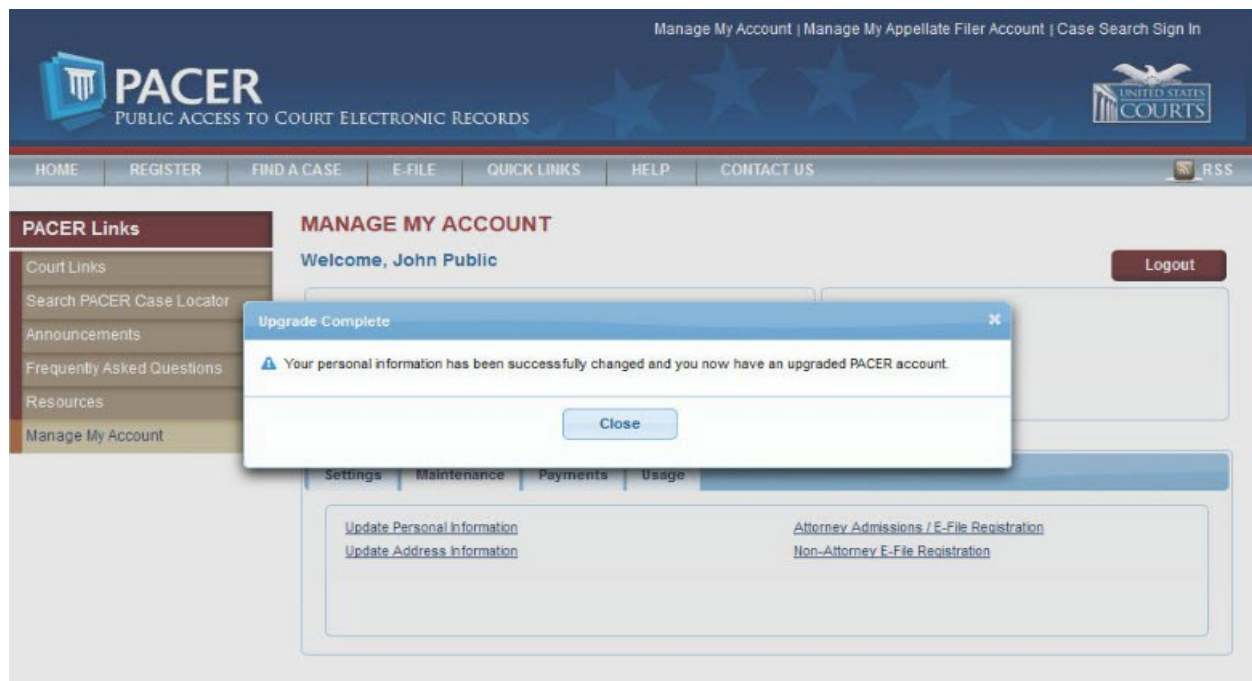
Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

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



After your PACER account is upgraded, the next step is to link your upgraded PACER account to your Fourth Circuit CM/ECF e-filer account. This will not occur until After November 13, 2017. Instructions on linking your upgraded PACER account to your e-filer account will be provided prior to that date.