

UPGRADE A PACER ACCOUNT

On Monday, November 13, 2017, the U.S. Court of Appeals for the Fourth Circuit went 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. NOTE: your PACER account must be an individual PACER account. It cannot be a firm account or shared with another person. If any of the following is true, you already have an upgraded PACER account and no action is required to upgrade your PACER account:

- 1) You upgraded your individual PACER account for another NextGen court.
- 2) You created your individual 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 e-file with this Court.

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.

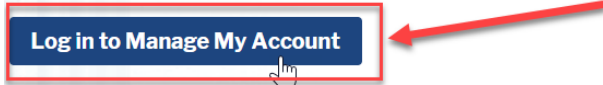
To upgrade your current PACER account, go to the [PACER Service home page](#) and click **Manage My Account** at the top center of the page.

The screenshot shows the PACER website interface. At the top, the PACER logo is followed by the text "Public Access to Court Electronic Records". Below this is a navigation bar with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and a search icon. Below the navigation bar is a section titled "What can we help you accomplish?". This section contains four columns of service options:

- Search for a Case:** Represented by a scales icon. Text: "Learn options to find case information."
- Filing Electronically:** Represented by a document icon. Text: "Find court specific information to help you file a case electronically and developer resources."
- Account Management:** A vertical stack of blue buttons: "Manage Your Account" (highlighted with a red box and a red arrow pointing to it from the right), "Register for an Account", "Manage My Account" (highlighted with a red box and a mouse cursor), "Billing", and "Forgot Username or Password?".
- Move to NextGen CM/ECF:** Represented by an information icon. Text: "Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance."

Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.



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

The screenshot shows the PACER website's "Manage My Account" page. At the top is the PACER logo and the text "Public Access To Court Electronic Records". Below that is a blue header with "Manage My Account" in white. The main content area has a sub-header "Login" with a right-pointing arrow. Underneath is a red asterisk and the text "* Required Information". There are two input fields: "Username *" with the value "sampleatty2" and "Password *" with a masked password ".....". Below the fields are three buttons: "Login", "Clear", and "Cancel". The "Login" button is highlighted with a red box. Below the buttons are three hyperlinks: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom is a "NOTICE" section stating that the site is a restricted government website for official PACER use only.

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 "Forgot Your Password?" and "Forgot Username?" hyperlinks are highlighted with a red box, while the "Login" button is no longer highlighted.

After accessing your account, click the **Maintenance** tab. Click **Update Personal Information**.

Account Number 7005375
Username TR5375
Account Balance \$0.00
Case Search Status Active
Account Type Legacy PACER Account ([Upgrade](#))

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Update Address 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.

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded 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

* Required Information

Prefix Select Prefix

First Name * John

Middle Name Q.

Last Name * Public

Generation Select Generation

Suffix Select Suffix

Date of Birth * [Calendar icon]

Email * john.q.public@yourdomain.com

Confirm Email * john.q.public@yourdomain.com

User Type * Select User Type

Next Reset Cancel

Person **Address** Security

*** Required Information**

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number

Next Back Reset Cancel

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.

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded 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**

*** Required Information**

Username *

Password *
Strong

Confirm Password *

Security Question 1 *

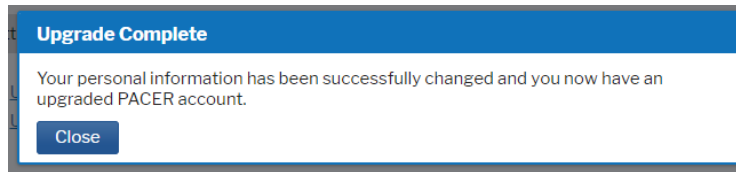
Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Submit Back Reset Cancel

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 register for an e-filer account with the Fourth Circuit. If you were previously an e-filer with this Court, that new registration will be matched with your current e-filer account.