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<br>PACER<br>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 <b>Submit</b> .<br>In the Person tab, select the user type that best describes your role.<br><b>TIP:</b><br>Most Users will<br>select either:<br>• Attorney<br>• Individual<br>Most Users user type<br>Most Users will<br>select User Type<br>FEDERAL GOVERNMENT<br>FEDERAL JUDICIARY<br>STATE OR LOCAL GOVERNMENT<br>INDIVIDUAL<br>STUDENT<br>PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE<br>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 <b>NEXT</b> . |  |  |  |
|  | * Required Information<br>Username *  | orneyb   | Your password must be between 8 to 45<br>characters long and contain at least one<br>lowercase letter, one uppercase letter, and one                         |  |
|  | Password *  |  | special character. Pay attention to the<br>password strength meter.<br>NOTE: It cannot contain any parts of your First<br>Name, Last Name, Username or Email |  |
|  |   | at 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 Com  |  | Account is upgraded.   |  |
| After login, select Manage My Account. The Account type now displays<br>Upgraded PACER Account.      |   |  |  |  |
|  | Account Number<br>Username<br>Account Balance<br>Case Search Status<br>Account Type   | 7030383<br>Njbtesterone<br>\$0.00<br>s Active<br>Upgraded PACER Acco | bunt   |  |
| NOTE: Be sure to link the Upgraded PACER Account with your CM/ECF Account on or after April 13, 2020 |   |  |  |  |