

Upgrading PACER Account

Before March 7, 2022 every attorney should make sure that s/he has an Individual Attorney and Upgraded PACER Account

Follow these steps:

1. Navigate to **PACER** – www.pacer.gov
2. Go to: **Manage My Account** tab
3. Login with **PACER** credentials
4. Check under **Account Type** (It will say either *Legacy* or *Upgraded*)
 - a. For the type: **Upgraded PACER Account** - there is no more to be done at this time. (Once we are Live on NextGen, you will have to link their PACER and ECF accounts; see next page.)
 - b. For the type: **Legacy PACER Account** – there will be an **Upgrade** Link
 - (1) Click **Upgrade** link
 - (2) Click on **Person** tab and verify all information is correct
 - (3) Be sure to select **ATTORNEY** under *User Type*
 - (4) Click on **Address** tab and verify all information is correct
 - (5) Click on **Security** tab. You must create a new username between 8 and 40 characters long, but can use the old PACER password, and create two security questions and answers.

Reminders:

5. Every attorney will need to **Upgrade** any PACER account created before August 11, 2014.
6. Every attorney must have an **Attorney** PACER account. If you only have a firm (Shared Account), you must register at www.pacer.gov for an Individual PACER Account (which will automatically be an upgraded PACER Account).