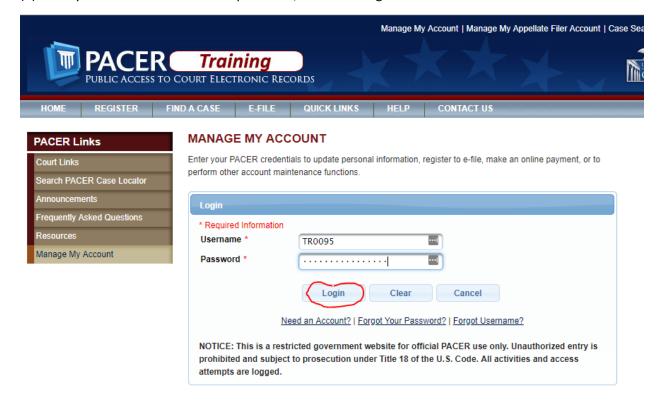
HOW TO UPGRADE YOUR PACER ACCOUNT

If you need any assistance with the process of upgrading your PACER account, please contact the PACER Service Center at **1-800-676-6856**.

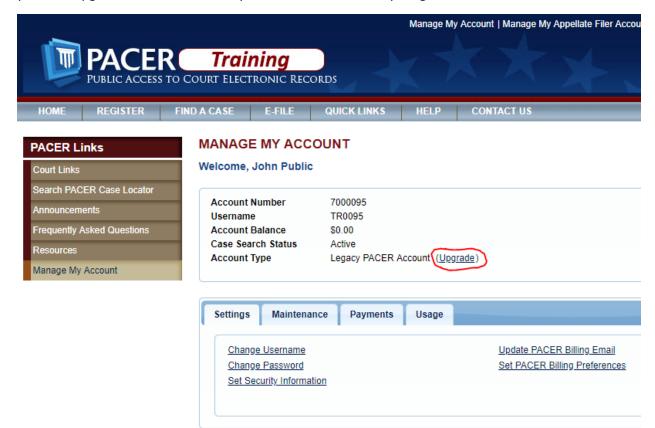
(1) Go to http://www.pacer.uscourts.gov/, and click on "Manage My Account". NOTE: screenshots are from the PACER Training website. You will not see the word "Training" next to the PACER logo.



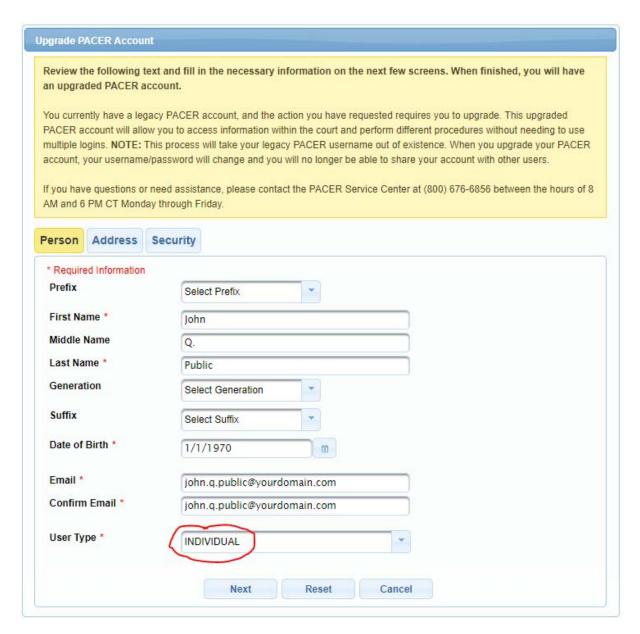
(2) Enter your PACER username and password, and click "Login".



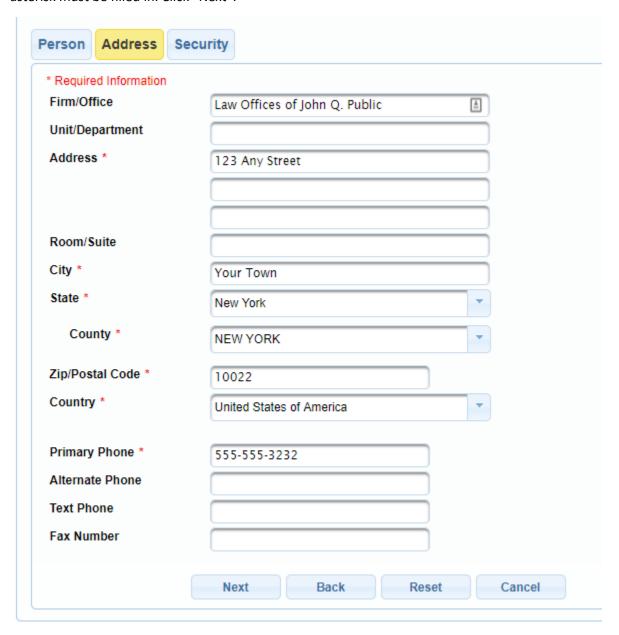
(3) Next to "Account Type", if you see "Legacy PACER Account", click on the link labeled "Upgrade". If you see "Upgraded PACER Account," you do not need to do anything further.



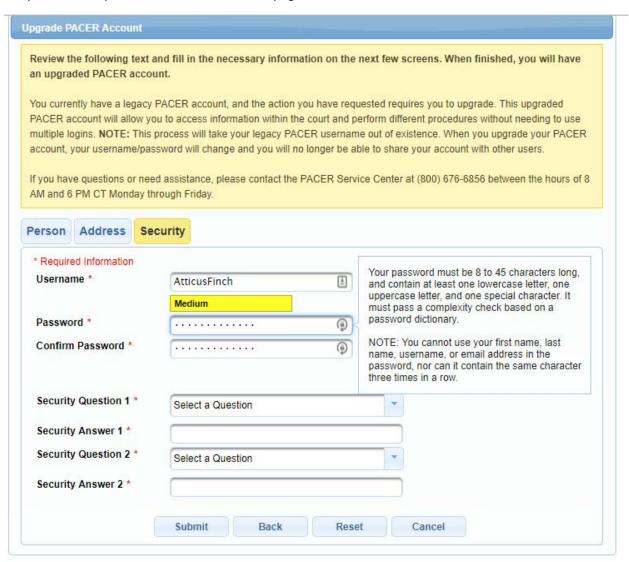
(4) On the next page, enter the required information for the "Person" tab. All fields marked with a red asterisks must be filled in. For "User Type", select "INDIVIDUAL" from the drop-down menu. It's toward the bottom. Then click "Next".



(5) On the next page, fill out the required information for the "Address" tab. Fields marked with a red asterisk must be filled in. Click "Next".



(6) On the next page, enter the required information for the "Security" tab. A pop-up box will explain the password requirements. All fields on this page must be filled out. Click on "Submit".



(7) You're done!

