

# 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.

The screenshot shows the top portion of the PACER Training website. At the top right, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The "Manage My Account" link is circled in red. Below these links is the PACER logo with the word "Training" in a red box. Underneath the logo is the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". To the right of the logo is the United States Courts logo. Below the logo area is a navigation menu with links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. There are also icons for RSS and Login. Below the navigation menu is a section for "PACER ANNOUNCEMENTS" with a list of recent updates.

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

The screenshot shows the "MANAGE MY ACCOUNT" page on the PACER Training website. The page has a dark blue header with the PACER logo and "Training" text. Below the header is a navigation menu with links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. On the left side, there is a "PACER Links" sidebar with a list of links: Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled "MANAGE MY ACCOUNT" and contains the following text: "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 text is a "Login" form with two input fields: "Username \*" and "Password \*". The "Username" field contains the text "TR0095". The "Password" field is filled with dots. Below the input fields are three buttons: "Login", "Clear", and "Cancel". The "Login" button is circled in red. Below the buttons are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom of the page, there is a "NOTICE" section that reads: "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."

(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.

The screenshot shows the PACER Training website interface. At the top right, there are links for "Manage My Account" and "Manage My Appellate Filer Account". The main header features the PACER logo and the text "PACER Training PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". Below the header is a navigation bar with links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US.

On the left side, there is a "PACER Links" menu with the following items: Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account.

The main content area is titled "MANAGE MY ACCOUNT" and displays a welcome message: "Welcome, John Public". Below this, there is a table of account information:

Account Number	7000095
Username	TR0095
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account <a href="#">(Upgrade)</a>

Below the account information table, there is a settings menu with tabs for "Settings", "Maintenance", "Payments", and "Usage". Under the "Settings" tab, there are several links: "Change Username", "Change Password", "Set Security Information", "Update PACER Billing Email", and "Set PACER Billing Preferences".

(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”.

### 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 *	1/1/1970
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	INDIVIDUAL

Next Reset Cancel

(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”.

**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**

(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".

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**Person** | **Address** | **Security**

**\* Required Information**

<b>Username *</b>	<input type="text" value="AtticusFinch"/>	<p>Your password must be 8 to 45 characters long, and contain at least one lowercase letter, one uppercase letter, and one special character. It must pass a complexity check based on a password dictionary.</p> <p><b>NOTE:</b> You cannot use your first name, last name, username, or email address in the password, nor can it contain the same character three times in a row.</p>
	<b>Medium</b>	
<b>Password *</b>	<input type="password" value="....."/>	
<b>Confirm Password *</b>	<input type="password" value="....."/>	
<b>Security Question 1 *</b>	<input type="text" value="Select a Question"/>	
<b>Security Answer 1 *</b>	<input type="text"/>	
<b>Security Question 2 *</b>	<input type="text" value="Select a Question"/>	
<b>Security Answer 2 *</b>	<input type="text"/>	

(7) You're done!

