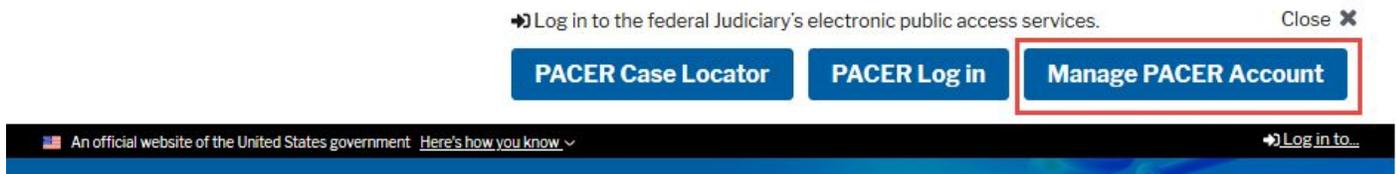


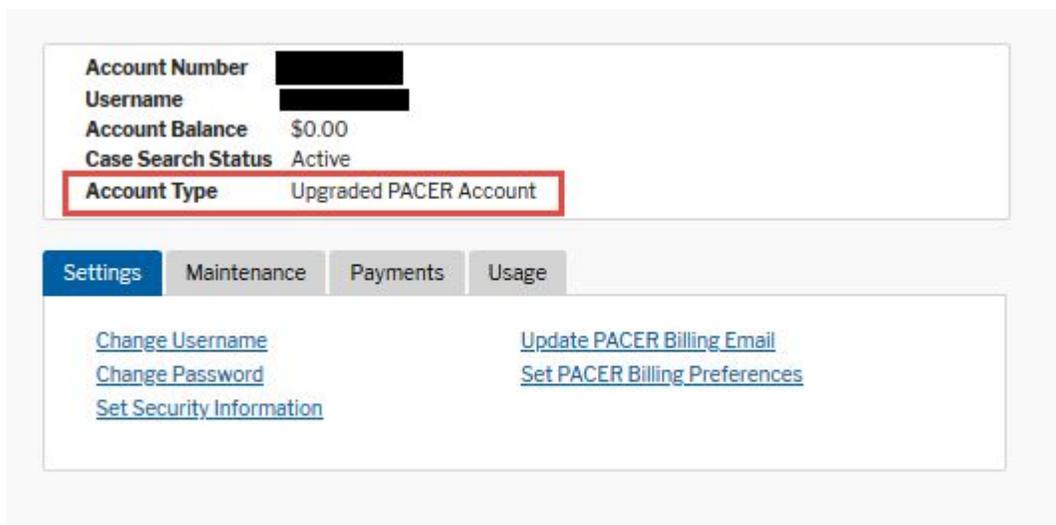
UPGRADE YOUR EXISTING PACER ACCOUNT

On June 7, 2021, our court will “go live” with the Next Generation of CM/ECF (“NextGen”). You **must** have an upgraded PACER account to be able to file in our CM/ECF system on or after June 22, 2020. Follow the steps listed below to upgrade your account, or to verify that your account is already upgraded.

1. Go to www.pacer.gov
2. Click on the Log In button in the upper right hand corner and then on the Manage PACER Account



3. You will be presented with a screen that shows your account information and account type. The below screenshot shows that the user has an upgraded PACER account.



REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

The below screen show shows that the user has a Legacy PACER account. Click on the **Upgrade** link.

The screenshot displays a PACER account summary page. At the top, a table lists account details: Account Number (7004396), Username (TR4396), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Legacy PACER Account). The 'Legacy PACER Account' text is highlighted with a red box, and a blue 'Upgrade' link is positioned to its right. Below this table are four tabs: 'Settings' (selected), 'Maintenance', 'Payments', and 'Usage'. Under the 'Settings' tab, there are five links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

You will be directed to the **Upgrade PACER Account** page. Verify your personal information and update/enter all required information in each tab (Person, Address, and Security).

4. **Person Tab:** Enter your date of birth, and then from the User Type list, select or verify INDIVIDUAL as the user type. Click Next.

The screenshot shows the 'Person' tab of the account upgrade process. It features a form with several fields: 'Prefix' (dropdown), 'First Name' (text, 'John'), 'Middle Name' (text, 'Q'), 'Last Name' (text, 'Public'), 'Generation' (dropdown), 'Suffix' (dropdown), 'Date of Birth' (text with calendar icon, highlighted with a red box), 'Email' (text, 'john.q.public@yourdomain.com'), 'Confirm Email' (text, 'john.q.public@yourdomain.com'), and 'User Type' (dropdown, 'INDIVIDUAL', highlighted with a red box). At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.

REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

5. **Address Tab:** Your address information will be shown. To complete the address information, from the County list, select your country. Click Next.

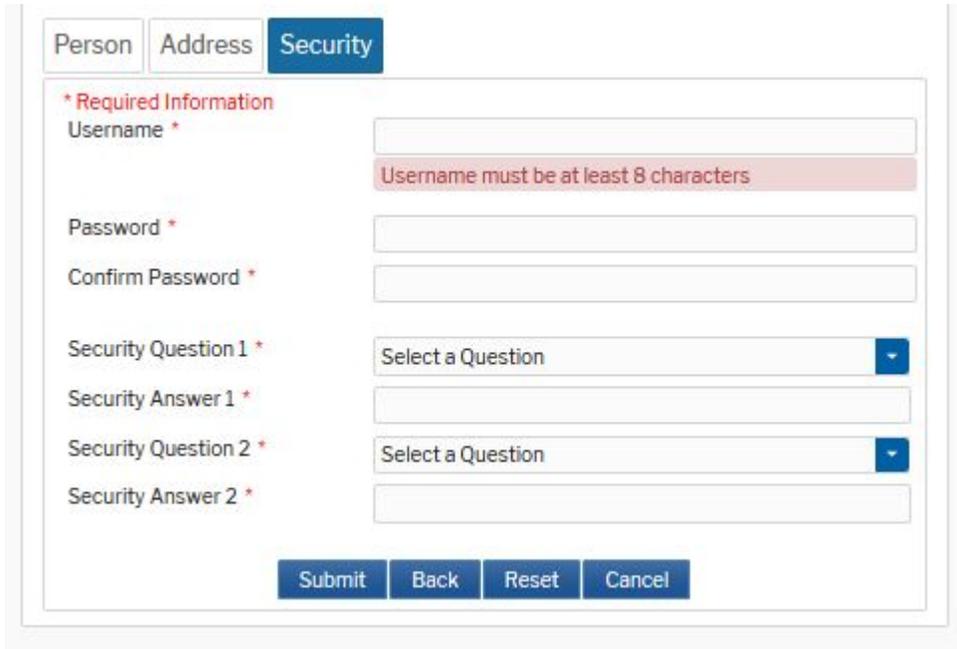
The screenshot shows a web form for registering for a PACER account, specifically the 'Address' tab. The form is divided into three sections: 'Person', 'Address', and 'Security'. The 'Address' section contains the following fields:

- * Required Information**
- Firm/Office: Law Offices of John Q. Public
- Unit/Department: (empty)
- Address *: 123 Any Street
- Room/Suite: (empty)
- City *: Burlington
- State *: Vermont
- County *: Select County (highlighted with a red box)
- Zip/Postal Code *: 10022
- Country *: United States of America
- Primary Phone *: 555-555-3232
- Alternate Phone: (empty)
- Text Phone: (empty)
- Fax Number: (empty)

At the bottom of the form, there are four buttons: Next, Back, Reset, and Cancel.

REGISTER FOR AN INDIVIDUAL PACER ACCOUNT

6. **Security Tab:** Create a **NEW** username, password, and select security questions. Click Submit.



The screenshot shows a web form with three tabs: "Person", "Address", and "Security". The "Security" tab is active. The form contains the following fields and controls:

- * Required Information**
- Username ***: A text input field with a red error message below it: "Username must be at least 8 characters".
- Password ***: A text input field.
- Confirm Password ***: A text input field.
- Security Question 1 ***: A dropdown menu with the text "Select a Question".
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu with the text "Select a Question".
- Security Answer 2 ***: A text input field.

At the bottom of the form are four buttons: "Submit", "Back", "Reset", and "Cancel".

7. A dialog box will display confirming the PACER upgrade was successful. Your new username and password are now in effect.

