



UPGRADING YOUR PACER ACCOUNT (EXISTING PACER USERS)

If you have your own individual PACER account and it was created prior to August 11, 2014 (also known as a Legacy account), you must upgrade your account before you can electronically file in a NextGen court.

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the very top of the page.

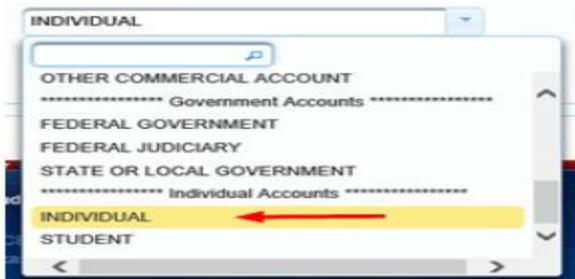


3. **Login** with your PACER username and password.
4. Click the **Upgrade link** next to the Account Type.

Account Number	4274312
Username	wd2002
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Legacy PACER Account Upgrade

5. Follow prompts to update/enter all necessary information in each tab.

- Select **INDIVIDUAL** as your **User Type** at the bottom of the first screen. Click Next.



- Complete the Address section. Click **Next**.
- Create a **NEW** username and password at the Security screen. Click **Submit**.