

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.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. The header is dark blue with the PACER logo on the left, which includes the text "PACER Training" and "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". On the right, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". Below the header is a navigation menu with buttons for "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". On the right side of the menu, there are icons for "RSS" and "Login". Below the navigation menu, there is a section for "PACER ANNOUNCEMENTS" with a list of recent updates, including "PACER Maintenance 12/09/2017 (11/14/2017)", "Multi-Court PACER Fee Exemption Request Form for Researchers (10/19/2017)", "October 2017 Newsletter (10/11/2017)", and "Data Scraping Scripts Time Change to Alleviate Slowness".

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

The screenshot shows the "MANAGE MY ACCOUNT" section of the PACER Training website. The header is the same as in the previous screenshot. Below the navigation menu, there is a sidebar on the left with a "PACER Links" menu containing "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 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 *" with the value "TR0095" and "Password *". Below the input fields are three buttons: "Login", "Clear", and "Cancel". The "Login" button is circled in red. Below the buttons are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom of the form, there is a "NOTICE" stating: "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 for 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 (Upgrade)

Below the account information table, there is a "Settings" tab selected, with sub-tabs for 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	<input type="text" value="Law Offices of John Q. Public"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="123 Any Street"/>
	<input type="text"/>
	<input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Your Town"/>
State *	<input type="text" value="New York"/>
County *	<input type="text" value="NEW YORK"/>
Zip/Postal Code *	<input type="text" value="10022"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-555-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

(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**

Username *	<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>NOTE: 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>
	<input type="text" value="Medium"/>	
Password *	<input type="password" value="....."/>	
Confirm Password *	<input type="password" value="....."/>	
Security Question 1 *	<input type="text" value="Select a Question"/>	
Security Answer 1 *	<input type="text"/>	
Security Question 2 *	<input type="text" value="Select a Question"/>	
Security Answer 2 *	<input type="text"/>	

(7) You're done!

