



NextGen Central Sign-On Upgrading Your Individual PACER Account

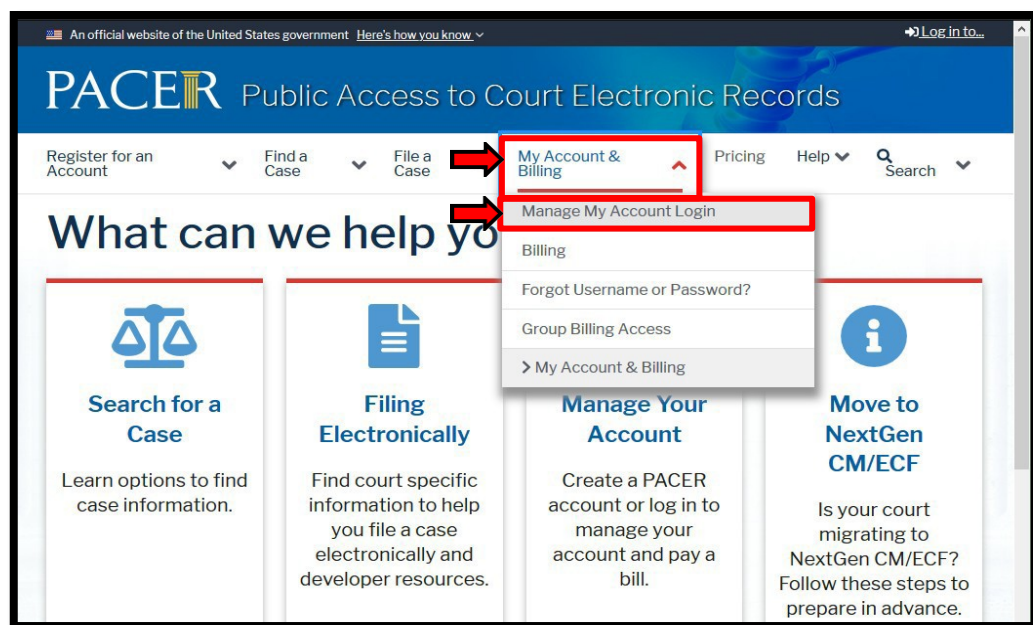
The next generation (NextGen) of CM/ECF provides a new logon module that allows you to use your PACER account to access PACER and any NextGen court in which you are allowed to file.

To activate this feature, you must have an **upgraded Individual PACER account**. If your PACER account was created prior to August 11, 2014, you must upgrade it following the steps listed below.

Upgrading Your Individual PACER Account

STEP 1 Go to www.pacer.uscourts.gov

STEP 2 Click **My Account and Billing**, then **Manage My Account Login**. Then click **Log in to Manage My Account**.





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Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.

[Log in to Manage My Account](#)

STEP 3 When prompted, login and enter your PACER username and password.

The screenshot shows the PACER "Manage My Account" login page. At the top, the PACER logo is displayed with the tagline "Public Access To Court Electronic Records". Below the logo, the heading "Manage My Account" is centered. A blue banner contains the heading. The main content area has a light blue background 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 is a "Login" section with a blue arrow icon and the text "Login". Underneath, there is a red asterisk and the text "* Required Information". There are two input fields: "Username *" and "Password *". Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the login section, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". Below the login section is a "NOTICE" box with the following text: "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."

STEP 4 If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and do not need to do anything until on or after the November 15, 2021 Go-Live date. **IF NOT, PROCEED TO STEP 5 TO UPGRADE YOUR ACCOUNT.**



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STEP 5 If your account is listed as **Legacy PACER Account**, you need to upgrade your account. Click the **Upgrade** link.

A screenshot of a PACER account information page. The page displays account details: Account Number (7001104), Username (tr1104), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Legacy PACER Account). The 'Account Type' field is highlighted with a red box, and a red arrow points to the '(Upgrade)' link. Below the account information, there 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.

STEP 6 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**).

Person Tab: Verify the information listed in the required fields and update, if necessary.



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A screenshot of a web form for upgrading a PACER account. The form has three tabs: "Person" (selected), "Address", and "Security". Under the "Person" tab, there is a section titled "* Required Information". The fields are: Prefix (dropdown menu), First Name * (text input: "John"), Middle Name (text input: "Q."), Last Name * (text input: "Public"), Generation (dropdown menu), Suffix (dropdown menu), Date of Birth * (calendar icon), Email * (text input: "john.q.public@yourdomain.com"), Confirm Email * (text input: "john.q.public@yourdomain.com"), and User Type * (dropdown menu: "INDIVIDUAL"). At the bottom are three buttons: "Next", "Reset", and "Cancel". Two red arrows point to the "Date of Birth" and "User Type" fields.

- Enter your **Date of Birth**.
- From the **User Type** list, **select a user type**, if one was not previously selected. Select the *user type* that **best describes** the *individual or organization associated with this account*. The user type information is only used for statistical purposes.
- Click **Next**.



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Address Tab: Verify and/or update the address information listed. Select appropriate county. Click **Next**.

A screenshot of the PACER account upgrade form, specifically the "Address" tab. The form is titled "Person Address Security" and has three tabs: "Person", "Address", and "Security". The "Address" tab is selected. The form contains several fields for address information, with a red asterisk indicating required information. A red arrow points to the "County" dropdown menu. The fields are: Firm/Office (Law Offices of John Q. Public), Unit/Department, Address (123 Any Street), Room/Suite, City (Your Town), State (New York), County (NEW YORK), Zip/Postal Code (10022), and Country (United States of America). There are also fields for Primary Phone (555-555-3232), Alternate Phone, Text Phone, and Fax Number. At the bottom of the form are four buttons: "Next", "Back", "Reset", and "Cancel".

Field	Value
Firm/Office	Law Offices of John Q. Public
Unit/Department	
Address	123 Any Street
Room/Suite	
City	Your Town
State	New York
County	NEW YORK
Zip/Postal Code	10022
Country	United States of America
Primary Phone	555-555-3232
Alternate Phone	
Text Phone	
Fax Number	



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Security Tab: Create new username and password. Select security questions/answers. Click **Submit**.

Person Address **Security**

* Required Information

Username *

Password *

Confirm Password *

Security Question 1 * Select a Question

Security Answer 1 *

Security Question 2 * Select a Question

Security Answer 2 *

Submit Back Reset Cancel

STEP 7 **Your PACER account is now upgraded.** A dialog box displays confirming the upgrade was successful. **NOTE:** You are no longer able to use your old PACER username and password.

Upgrade Complete

Your personal information has been successfully changed and you now have an upgraded PACER account.

Close

IMPORTANT! Your next step will be to link your PACER account with your Hawaii District Court CM/ECF account on or after our go live date of **November 15, 2021**.

Need help? Contact the PACER Service Center at 800-676-6856 or pacер@psc.uscourts.gov.