Upgrading & Linking a PACER Account
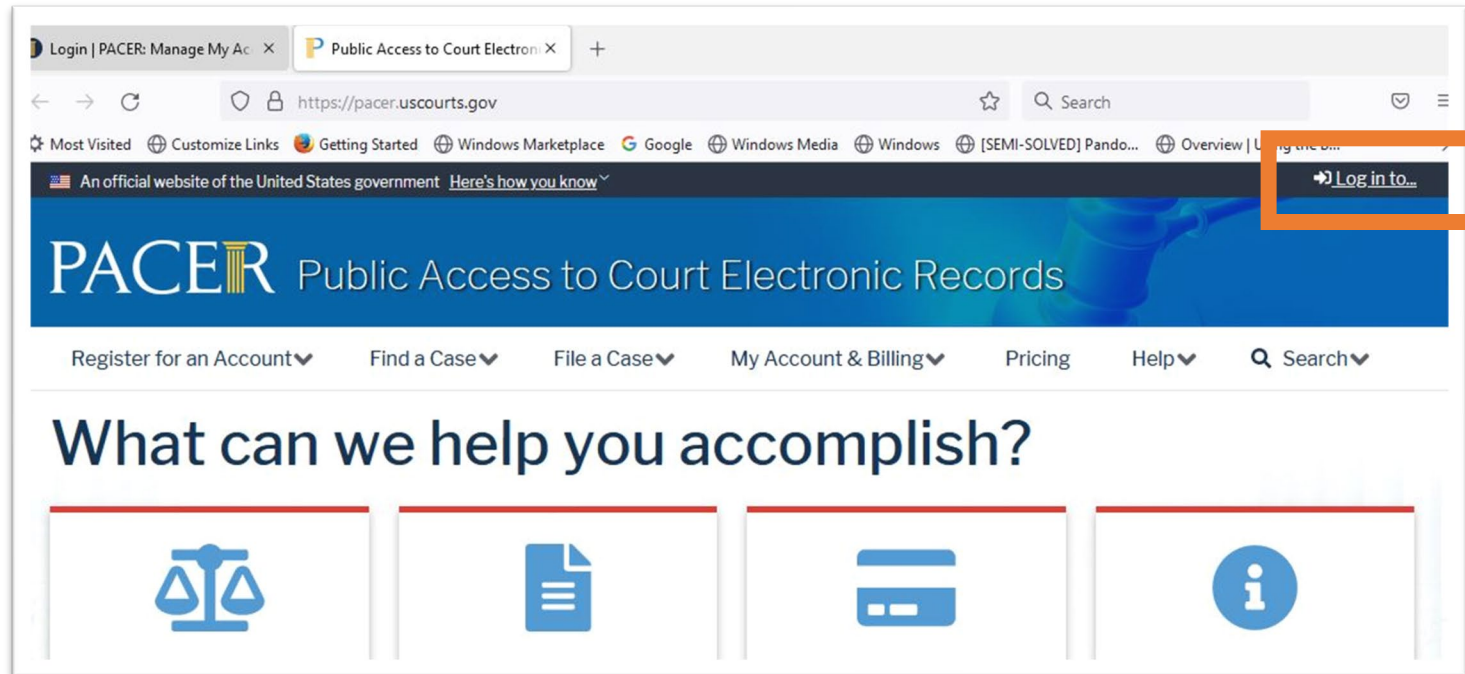
Verify if PACER account is a legacy account or an upgraded account.

1. Go to http://pacer.uscourts.gov. In the top right corner click **Log in to...**

2. Select **Manage Your Account**

3. Enter PACER login credentials and click **Login**

4. The status of the PACER account is shown in the center of the screen. If the account is a legacy account the user will need to click the **Upgrade** link. If the account type lists "Upgraded PACER Account" there is no need to upgrade.
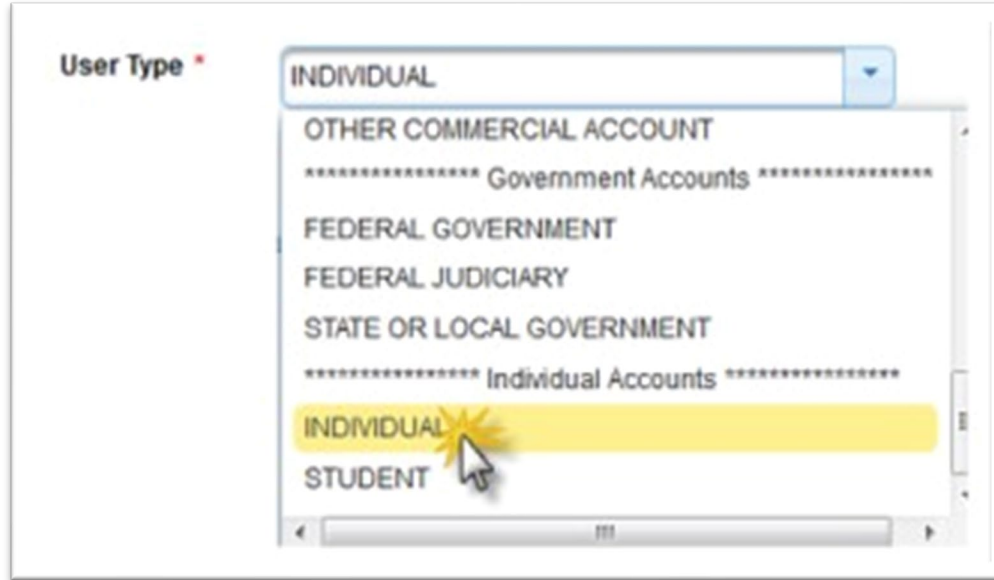
5. Follow prompts to update/enter all necessary information in each tab. Select INDIVIDUAL as your User Type at the bottom of the first screen. Click Next.

6. Complete the address section and click Next.

7. Upgrade Complete. Your personal information has been successfully changed and you now have an upgraded PACER account.
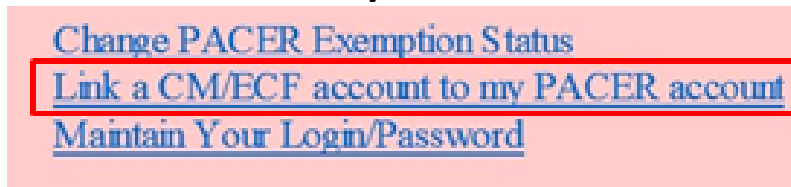
Link CM/ECF Account to PACER

Visit http://www.pacer.gov. Login with your PACER user name and password. Select **Utilities** from the menu bar.

Locate "**Your Account**"

Select the option "**Link a CM/ECF account to my PACER account**"

Enter your CM/ECF login and password & click **Submit.** A verification screen should be displayed. Click **Submit.**