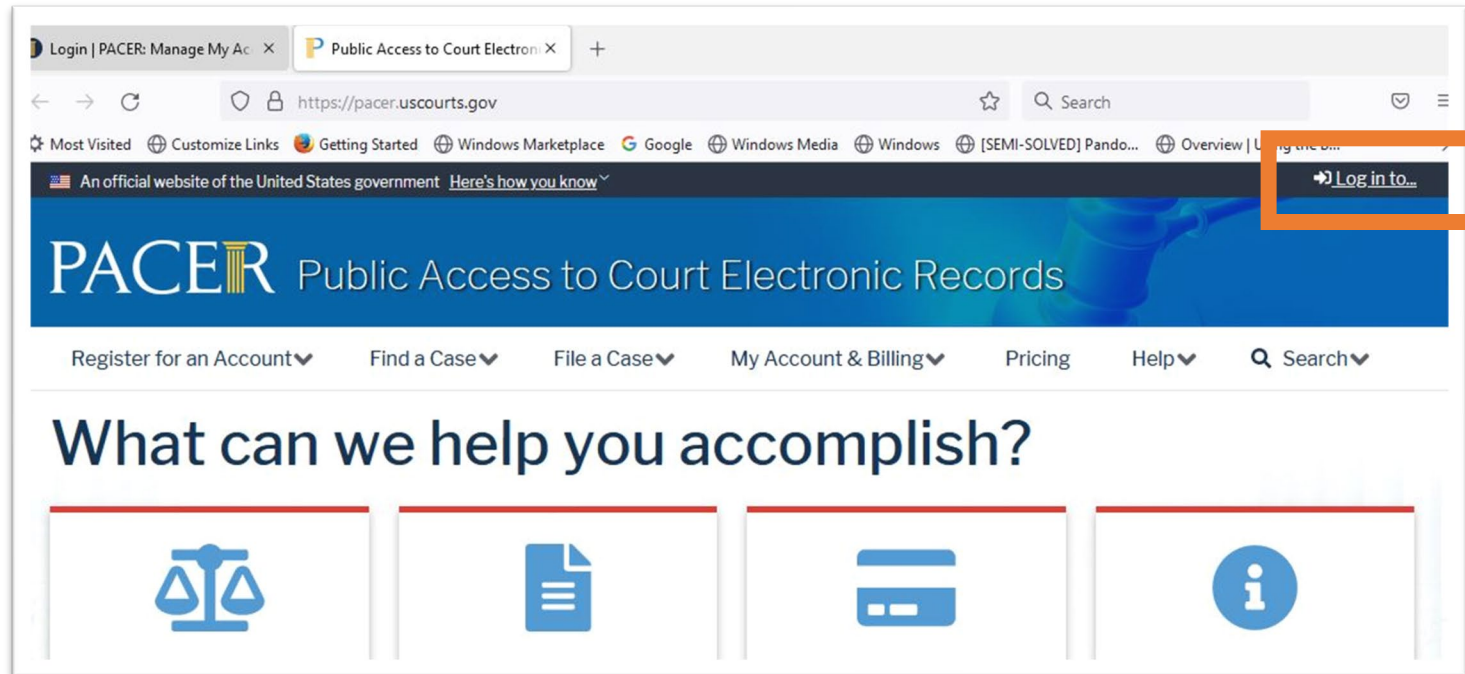


Upgrading & Linking a PACER Account

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

Log in to the federal Judiciary's electronic public access services. Close X


[PACER Case Locator](#) [PACER Log in](#) [Manage PACER Account](#)

An official website of the United States government [Here's how you know](#) [Log in to...](#)

PACER Public Access to Court Electronic Records


[Register for an Account](#) [Find a Case](#) [File a Case](#) [My Account & Billing](#) [Pricing](#) [Help](#) [Search](#)

What can we help you accomplish?




Search for a Case

Learn options to find case information.




Filing Electronically

Find court specific information to help you file a case electronically and developer



Manage Your Account


or log in to manage your account and pay a bill.



Move to NextGen CM/ECF


Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

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



Manage My Account

Enter your PACER credentials to update personal information, register to e-f an online payment, or to perform other account maintenance functions.

 **Login**

** Required Information*

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

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.

PACER
Public Access To Court Electronic Records

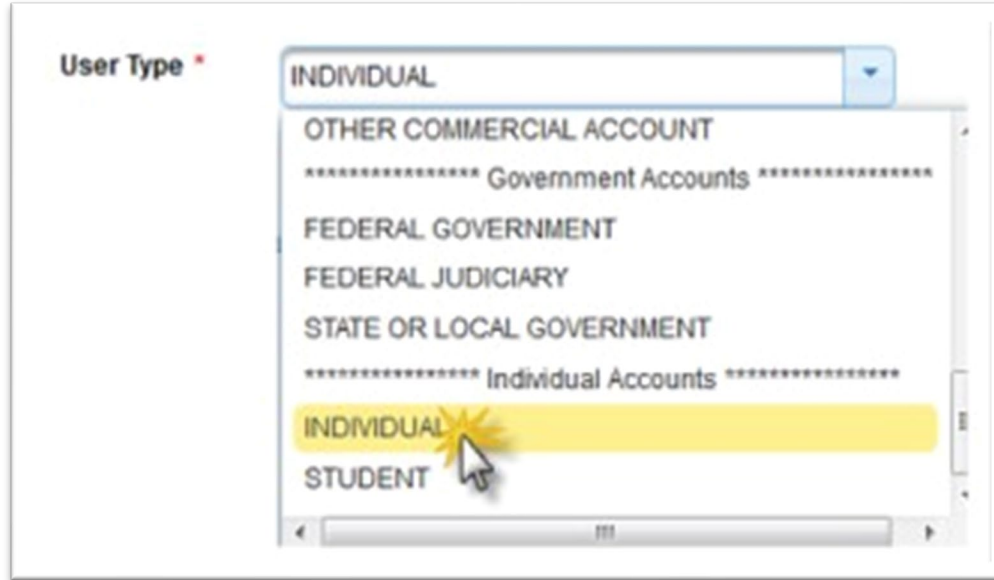
Manage My Account

Account Number	3640826
Username	dc9988
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Legacy PACER Account (Upgrade)

[Settings](#) [Maintenance](#) [Payments](#) [Usage](#)

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

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.



The screenshot shows a web form with a label "User Type" followed by a red asterisk. A dropdown menu is open, displaying a list of options. The options are: "INDIVIDUAL" (highlighted in yellow with a mouse cursor pointing to it), "OTHER COMMERCIAL ACCOUNT", a separator line "***** Government Accounts *****", "FEDERAL GOVERNMENT", "FEDERAL JUDICIARY", "STATE OR LOCAL GOVERNMENT", another separator line "***** Individual Accounts *****", "INDIVIDUAL" (highlighted in yellow with a mouse cursor pointing to it), and "STUDENT". The dropdown menu has a scroll bar on the right side.

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.

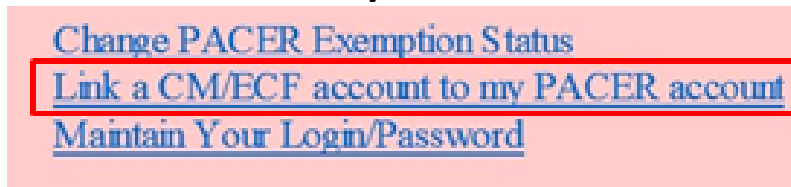
Link CM/ECF Account to PACER

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**.

The diagram illustrates the process of linking a CM/ECF account to a PACER account. It consists of two screenshots connected by a blue arrow pointing from left to right.

Left Screenshot: Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-filer account in this court.
If you use CM/ECF for PACER only, no action is necessary.
If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)
[More about Upgraded PACER account](#)

Right Screenshot: Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF Wendy Gable
PACER Wendy Gable

After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.