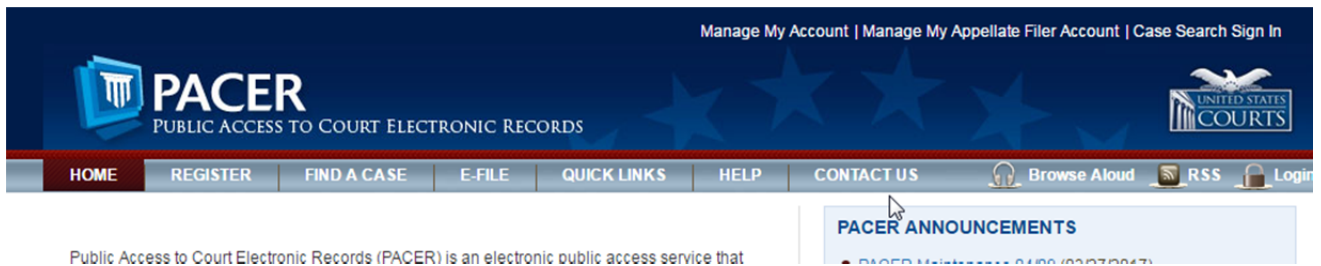


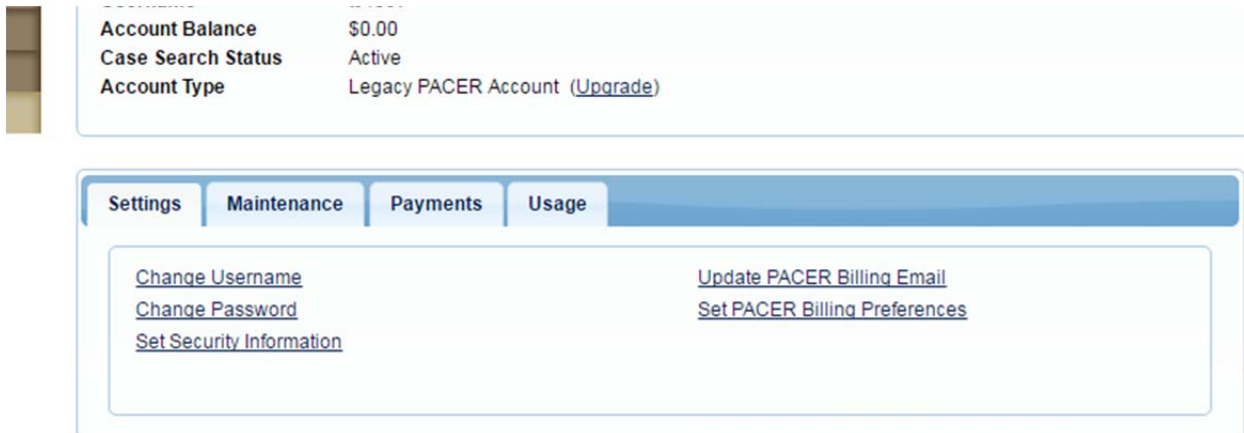
## How To Upgrade a PACER Account

Your upgraded PACER account will have new security features, including self-service login retrieval and password reset. These features require you to add the following information to your account: a valid email address, a security question and answer, and your date of birth.

To upgrade your current PACER account, go to the PACER Service Home Page <https://www.pacer.gov/> and click **Manage My Account** at the top center of the page:



After you have logged in, select the Upgrade link adjacent to the Account Type section (you will not have this option present if you already have an upgraded account):



Take a moment to review the information about account upgrades. After you have read the information, fill out the required fields under the Person and Address fields.

Once you upgrade a PACER account, the upgraded account may be used for read-only PACER access to all courts and for filing access to NextGen CM/ECF courts. **NOTE:** Once the upgrade is complete, you will no longer be able to use your old PACER username and password.

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

First Name \*

Middle Name

Last Name \*

Generation

Suffix

Date of Birth \*

Email \*

Confirm Email \*

User Type \*

Next Reset Cancel

After you have updated the Person and Address pages, you will be asked to create a new Username and Password on the Security page. You will also be prompted to add two security questions and answers:

**Upgrade PACER Account**

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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.

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**Person** **Address** **Security**

\* Required Information

Username \*

Password \*

Confirm Password \*

Security Question 1 \*

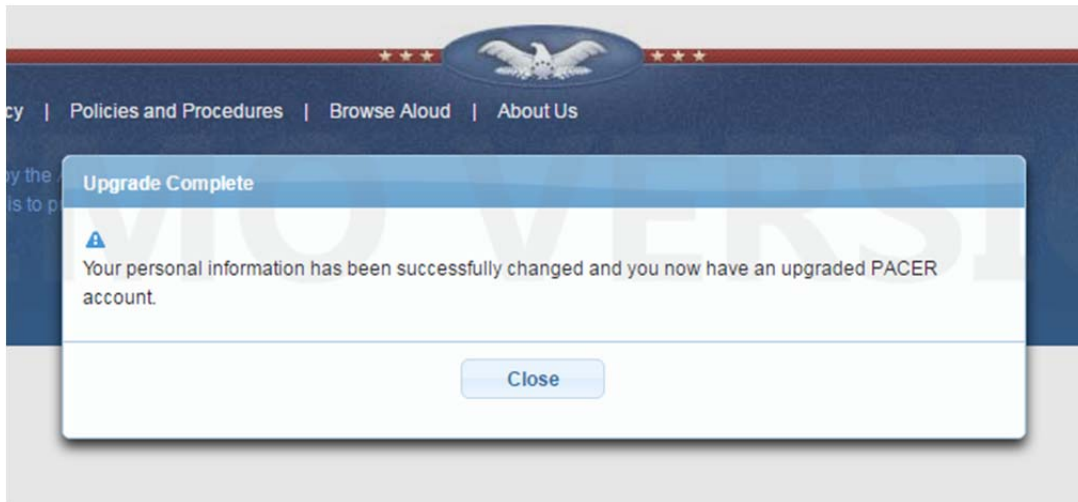
Security Answer 1 \*

Security Question 2 \*

Security Answer 2 \*

Click Submit when finished. This is the final step in upgrading your PACER account. Once you click Submit, your new Username and Password will be active. You will no longer be able to log in using your old PACER Username and Password.

You should see an Upgrade Complete dialog box appear to confirm that your account has been successfully upgraded:



After your PACER account has been upgraded, you will need to link it to your 6th Circuit CM/ECF e-filer account. The linking process will not be available until Monday, August 14, 2017. Additional instructions will be available at that time to guide you in linking the accounts.