

UPGRADING YOUR INDIVIDUAL PACER ACCOUNT

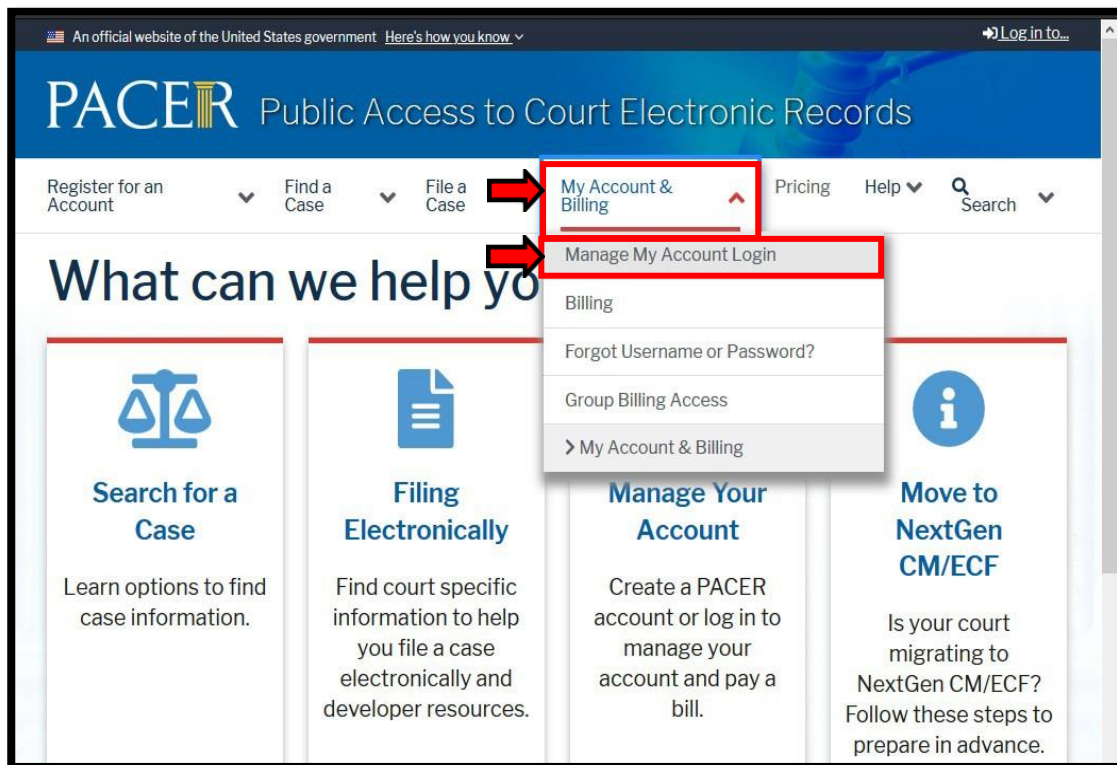
The next generation (NextGen) of CM/ECF provides a new logon module that allows you to use your PACER account to access PACER and any NextGen court in which you are allowed to file.

- 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**.
- California Central Bankruptcy Court (CACB) moved to NextGen CM/ECF on April 26, 2021. To continue filing with the court, you will need to link your existing CACB CM/ECF e-filing account to your upgraded Individual PACER account. (See CACB instructions on how to link your PACER and CM/ECF account.)

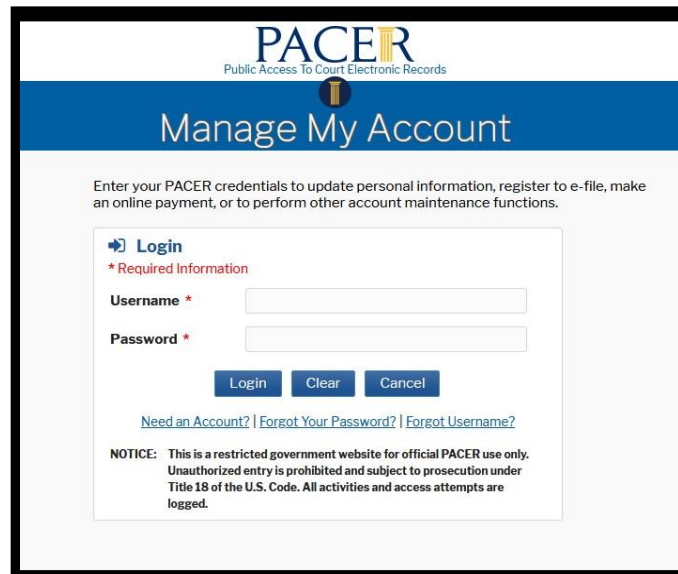
Upgrading Your Individual PACER Account

STEP 1 Go to www.pacer.uscourts.gov

STEP 2 Click **My Account and Billing**, then **Manage My Account Login**. Select **log in to Manage My Account**.

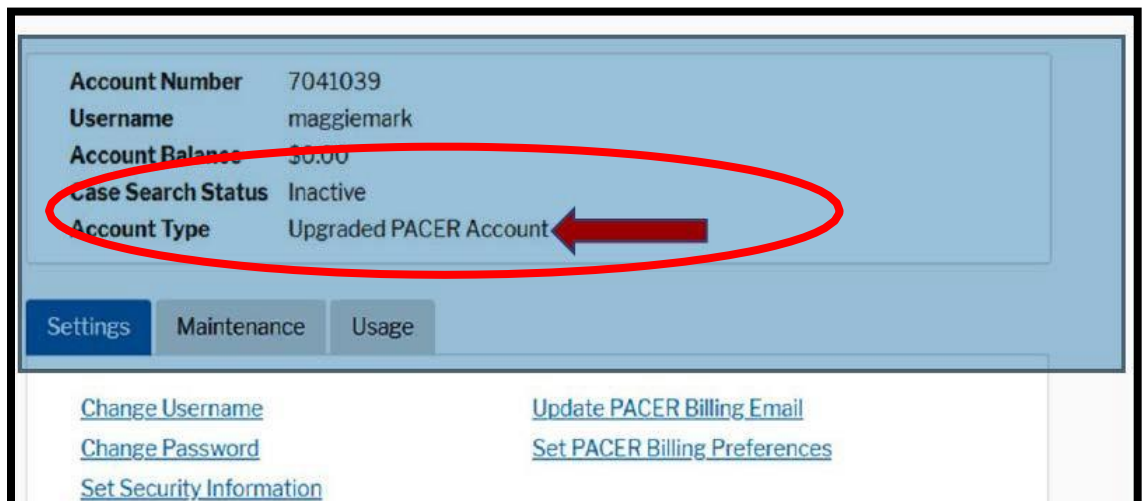


STEP 3 When prompted, login and **enter your PACER username and password.**



The screenshot shows the PACER 'Manage My Account' page. At the top, it says 'PACER Public Access To Court Electronic Records'. Below that is a blue header with 'Manage My Account'. The main content area has a sub-header 'Login' and a note: '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. There are also links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. At the bottom, there is a 'NOTICE' section stating that the site is for official PACER use only and that unauthorized entry is prohibited.

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 further with your PACER Account. IF NOT, PROCEED TO STEP 5 TO UPGRADE YOUR ACCOUNT.




The screenshot shows the PACER account details page. The account information is as follows:

Account Number	7041039
Username	maggiemark
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

The 'Account Type' field is circled in red, and a red arrow points to it. Below the account information are three tabs: 'Settings', 'Maintenance', and 'Usage'. Under the 'Settings' tab, there are four links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

STEP 5 Your account type may be listed as **Legacy PACER Account**. To upgrade, click the **Upgrade** link.

Account Number	7001104
Username	tr1104
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade) 

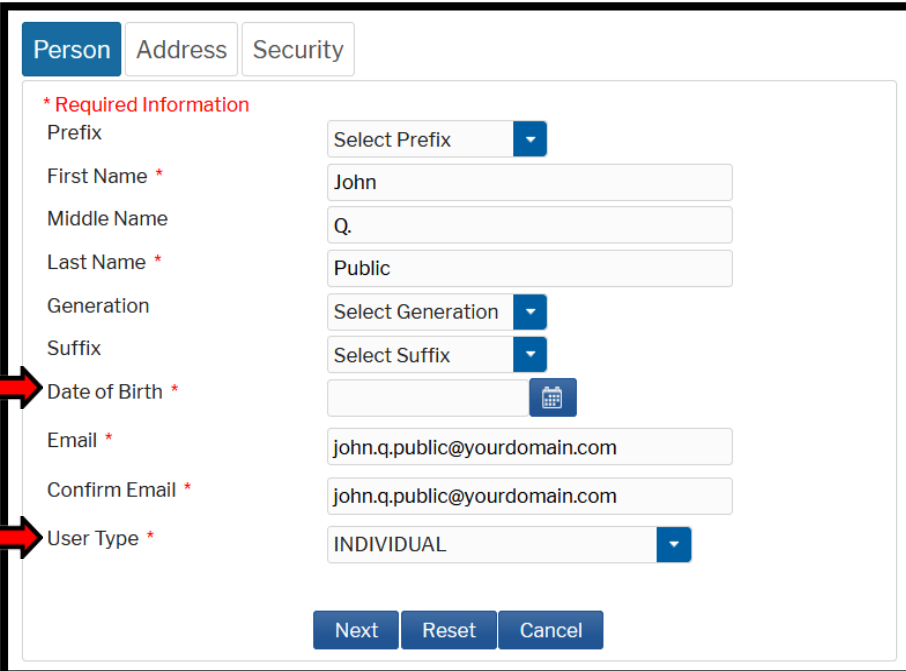
Settings	Maintenance	Payments	Usage
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Change Username	Update PACER Billing Email
Change Password	Set PACER Billing Preferences
Set Security Information	

Note: If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and no action is required.

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.
 - ✓ **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**.

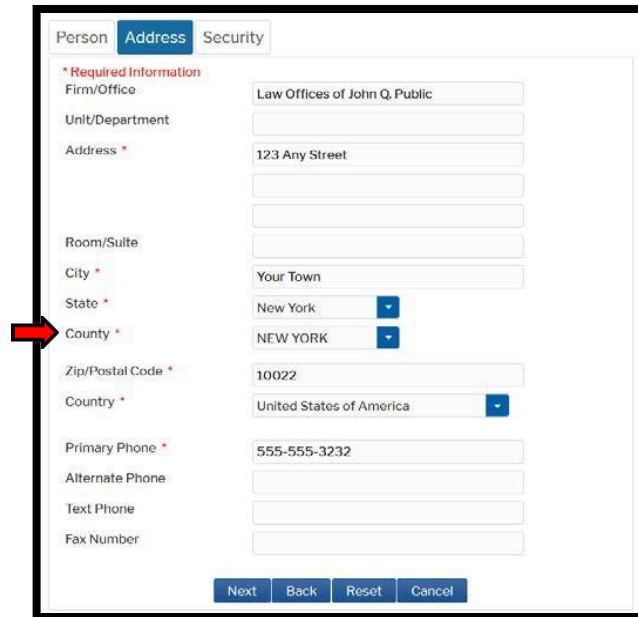


The screenshot shows the 'Person' tab of the PACER Account Upgrade form. The form is divided into three tabs: 'Person', 'Address', and 'Security'. The 'Person' tab is active. The form contains the following fields:

- Prefix: Select Prefix (dropdown)
- First Name *: John
- Middle Name: Q.
- Last Name *: Public
- Generation: Select Generation (dropdown)
- Suffix: Select Suffix (dropdown)
- Date of Birth *: (calendar icon)
- Email *: john.q.public@yourdomain.com
- Confirm Email *: john.q.public@yourdomain.com
- User Type *: INDIVIDUAL (dropdown)

Red arrows point to the Date of Birth and User Type fields. At the bottom of the form are three buttons: Next, Reset, and Cancel.

- **Address Tab: Verify and/or update the address information listed.** From the **County** list, select your county. Click **Next**.



Person **Address** Security

* Required Information

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

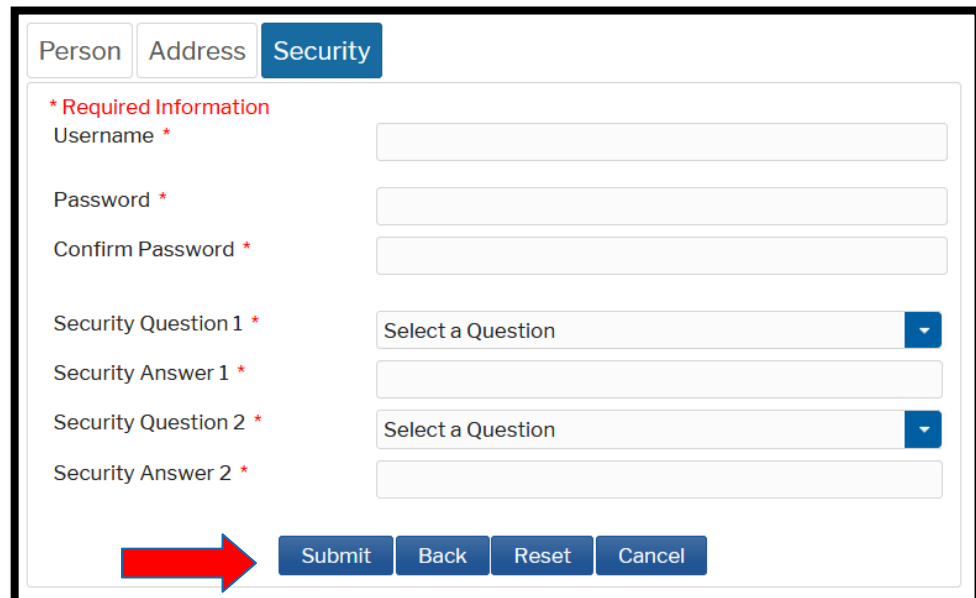
Alternate Phone:

Text Phone:

Fax Number:

Next Back Reset Cancel

- **Security Tab: Create a new username, password, and security questions.** (Please follow the instructions provided on the screen to create your Username; Password and answers to your Security Questions.) Click **Submit**.



Person Address **Security**

* Required Information

Username *:

Password *:

Confirm Password *:

Security Question 1 *: Select a Question

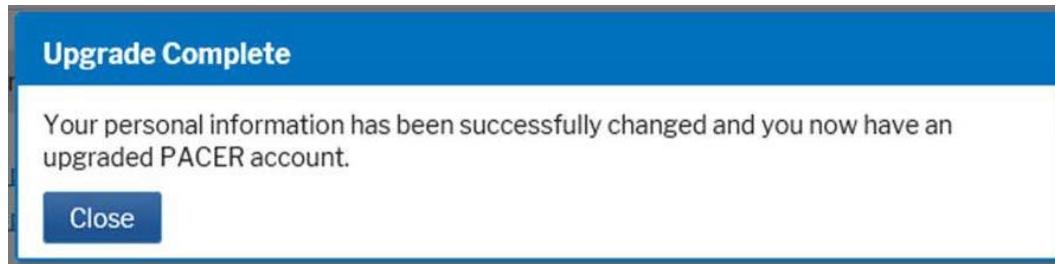
Security Answer 1 *:

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.



Note: **Your next step will be Linking Your PACER account with your CACB CM/ECF account.** (See linking instructions on our website <http://www.cacb.uscourts.gov/nextgen-cmecf-information>.)