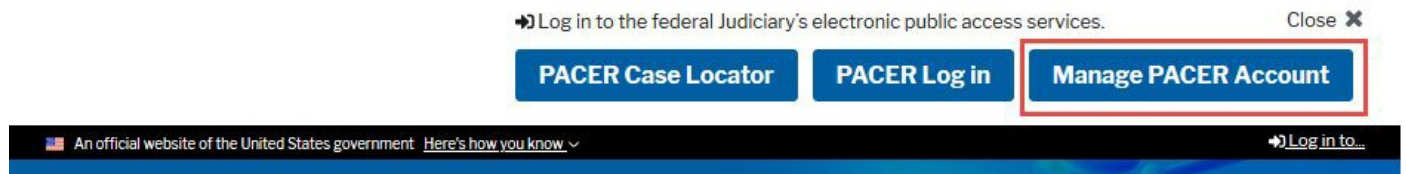




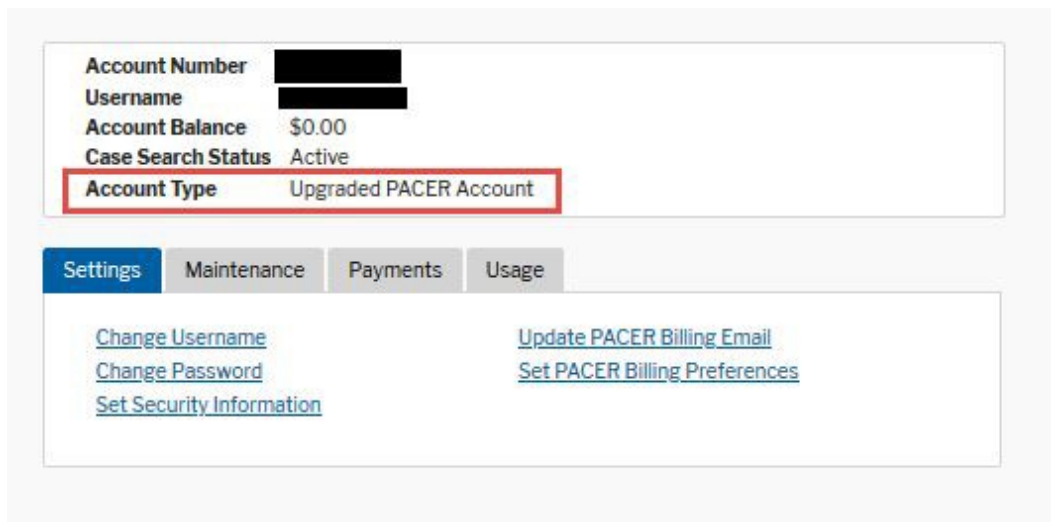
UPGRADE YOUR EXISTING PACER ACCOUNT

On September 27, 2021, our court will “go live” with the Next Generation of CM/ECF (“NextGen”). You **MUST** have an upgraded PACER account to be able to file in our CM/ECF database on or after September 27, 2021. Follow the steps below to Register for an Individual PACER account.

1. Go to www.pacer.gov
2. Click on the Log In button in the upper right-hand corner and then on the Manage PACER Account.



3. You will be presented with a screen that shows your account information and account type. The below screenshot shows that the user has an upgraded PACER account.



The below screen show shows that the user has a Legacy PACER account. Click on the **Upgrade** link.

The screenshot displays a PACER account summary. The account details are as follows:

Account Number	7004396
Username	TR4396
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

Below the account details, 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.

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).

4. **Person Tab:** Enter your date of birth, and then from the User Type list, select or verify INDIVIDUAL as the user type. Click Next.

The screenshot shows the 'Person' tab of the account upgrade process. The fields are as follows:

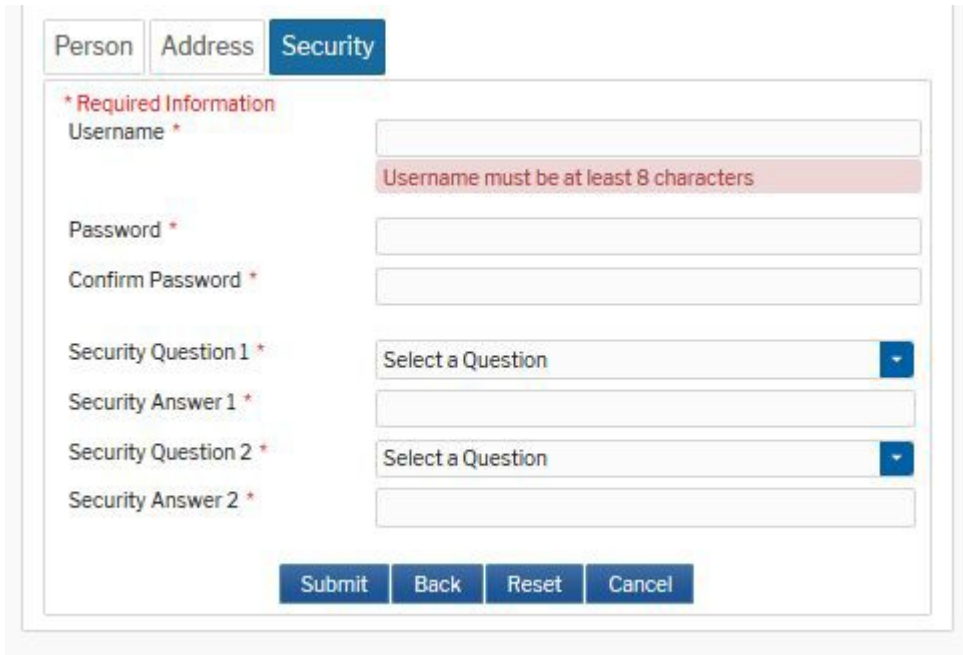
Prefix	Select Prefix
First Name *	John
Middle Name	Q
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	[Empty field with calendar icon]
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	INDIVIDUAL

At the bottom of the form, there are three buttons: Next, Reset, and Cancel.

5. **Address Tab:** Your address information will be shown. To complete the address information, from the County list, select your country. Click Next.

Person	Address	Security
* Required Information		
Firm/Office	<input type="text" value="Law Offices of John Q. Public"/>	
Unit/Department	<input type="text"/>	
Address *	<input type="text" value="123 Any Street"/>	
	<input type="text"/>	
	<input type="text"/>	
Room/Suite	<input type="text"/>	
City *	<input type="text" value="Burlington"/>	
State *	<input type="text" value="Vermont"/>	
County *	<input type="text" value="Select County"/>	
Zip/Postal Code *	<input type="text" value="10022"/>	
Country *	<input type="text" value="United States of America"/>	
Primary Phone *	<input type="text" value="555-555-3232"/>	
Alternate Phone	<input type="text"/>	
Text Phone	<input type="text"/>	
Fax Number	<input type="text"/>	
<input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>		

6. **Security Tab:** Create a **NEW** username, password, and complete security questions. Click Submit.



The screenshot shows a web form with three tabs: "Person", "Address", and "Security". The "Security" tab is active. Under the heading "* Required Information", there are several fields: "Username *" with a red error message "Username must be at least 8 characters" below it; "Password *"; "Confirm Password *"; "Security Question 1 *" with a dropdown menu showing "Select a Question"; "Security Answer 1 *"; "Security Question 2 *" with a dropdown menu showing "Select a Question"; and "Security Answer 2 *". At the bottom of the form are four buttons: "Submit", "Back", "Reset", and "Cancel".

7. A dialog box will display confirming the PACER upgrade was successful. Your new username and password are now in effect.

