

Step One: Upgrading PACER Account

Before Oct. 25, 2021 every attorney should make sure that s/he has an Individual and Upgraded PACER Account

Follow these steps:

1. Navigate to **PACER** – www.pacer.gov
2. Go to: **Manage My Account** tab
3. Login with **PACER** credentials
4. Check under **Account Type** (It will say either *Legacy* or *Upgraded*)
 - a. For the type: **Upgraded PACER Account** - there is no more to be done at this time. (Once we are Live on NextGen, you will have to link their PACER and ECF accounts; see next page.)
 - b. For the type: **Legacy PACER Account** – there will be an **Upgrade** Link
 - (1) Click **Upgrade** link
 - (2) Click on **Person** tab and verify all information is correct
 - (3) Be sure to select **INDIVIDUAL** under *User Type*
 - (4) Click on **Address** tab and verify all information is correct
 - (5) Click on **Security** tab. You must create a new username between 8 and 40 characters long, but can use the old PACER password, and create two security questions and answers.

Reminders:

- Every attorney will need to **Upgrade** any PACER account created before August 11, 2014.
- Every attorney must have an **Individual** PACER account. If you only have a firm (Shared Account), you must register at www.pacer.gov for an Individual PACER Account (which will automatically be an upgraded PACER Account).

Step Two: Filing on or after the NextGen Go-Live Date October 25, 2021

*On or after Oct. 25, 2021, every attorney must link his/
her CAND CM/ECF Accounts to his/her Upgraded
PACER Account*

Follow these steps:

1. Confirm Upgraded PACER status.
 - a. Navigate to **PACER** – www.pacer.gov
 - b. Go to: **Manage My Account** tab
 - c. Login with **PACER** credentials
 - d. Check under **Account Type**
 - (1) If Account Type is *Legacy*, click Upgrade and follow instructions in Step One.
 - (2) If Account Type is *Upgraded*, please continue as follows.
2. On or after October 25, 2021, link CM/ECF Account.
 - a. Navigate to <https://ecf.cand.uscourts.gov>
 - b. Click log in hyperlink
 - c. Login with **PACER** credentials
 - d. Go to **Utilities**
 - e. Click **Link a CM/ECF account to my PACER account**
 - (1) Enter **CAND CM/ECF login and password**; click **Submit**
 - (2) Confirm that this is your account and click **Submit** on the next screen
 - f. Refresh browser
 - (1) Windows: CTRL+F5; Mac: Command+R or Apple+R. All regular CM/ECF menu items for e-filing should now appear.