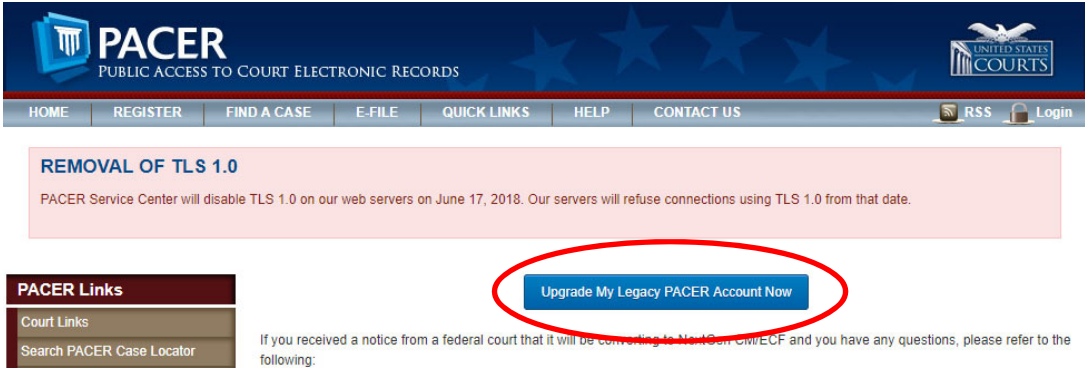
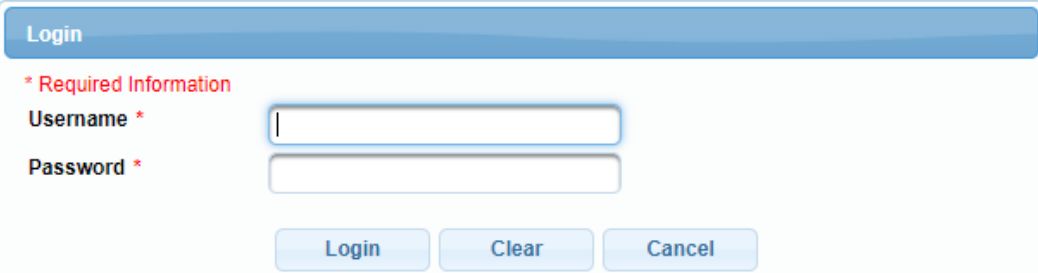





User has an Individual PACER account which needs to be upgraded.

STEP	ACTION
1	Got to http://www.pacer.gov/nextgen/
2	<p>Select Manage My Account.</p>  <p>The screenshot shows the PACER website header with navigation links: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US. Below the header is a notification about the removal of TLS 1.0. On the left, there are 'PACER Links' and 'Court Links' sections. On the right, a blue button labeled 'Upgrade My Legacy PACER Account Now' is circled in red. Below the button, there is a note: 'If you received a notice from a federal court that it will be converting to NextGen CM/ECF and you have any questions, please refer to the following:'</p>
3	<p>Login using your current PACER Username and Password.</p> <p>MANAGE MY ACCOUNT</p> <p>Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.</p>  <p>The screenshot shows the 'MANAGE MY ACCOUNT' login form. It has a title bar 'Login' and a section for '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'.</p>

STEP	ACTION										
4	<p>The account type below is listed as Legacy account (created prior to August 11, 2014). Select Upgrade Link.</p> <div data-bbox="469 415 1229 646" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <table> <tr> <td>Account Number</td> <td>2654003</td> </tr> <tr> <td>Username</td> <td>us4631</td> </tr> <tr> <td>Account Balance</td> <td>\$0.00</td> </tr> <tr> <td>Case Search Status</td> <td>Active</td> </tr> <tr> <td>Account Type</td> <td>Legacy PACER Account (Upgrade)</td> </tr> </table>  </div>	Account Number	2654003	Username	us4631	Account Balance	\$0.00	Case Search Status	Active	Account Type	Legacy PACER Account (Upgrade)
Account Number	2654003										
Username	us4631										
Account Balance	\$0.00										
Case Search Status	Active										
Account Type	Legacy PACER Account (Upgrade)										
5	<p>Update and/or complete the required information. Click Submit when finished.</p> <p>In the Person tab, select the user type that best describes your situation. Government agency workers, check with your employer as to how you complete your registration.</p> <div data-bbox="537 1094 1162 1520" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select User Type ▼</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>OTHER COMMERCIAL ACCOUNT</p> <p>***** Government Accounts *****</p> <p>FEDERAL GOVERNMENT</p> <p>FEDERAL JUDICIARY</p> <p>STATE OR LOCAL GOVERNMENT</p> <p>***** Individual Accounts *****</p> <p>INDIVIDUAL </p> <p>STUDENT</p> </div> </div>										
6	<p>Create a User Name, Password (using the guidelines in the pop-up box), select and answer the security questions then click NEXT.</p>										
7	<p>Click Upgrade Complete button. Your account is upgraded.</p>										

STEP**ACTION**

After login, select Manage My Account. The account type now displays **Upgraded PACER Account**.

Account Number	7030383
Username	Njbtosterone
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account 

Your account has been upgraded!

- You will still need to access CM/ECF via the www.innb.uscourts.gov website using your current CM/ECF login prior to Go-Live.
- Once the court goes live on NextGen CM/ECF, you will link your new PACER account to your CM/ECF filing account.
- You will then use your PACER username and password to access CM/ECF for INNB and other courts who have upgraded to NextGen.

NOTE: Be sure to link with your CM/ECF Account on or after June 3, 2019.