

Upgrade Your Current PACER Account

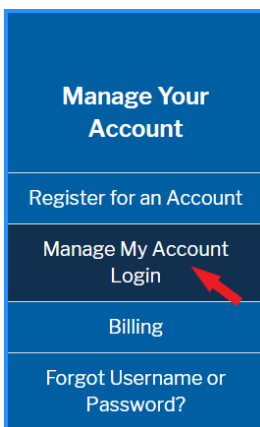
If you have an individual PACER account that was created prior to August 11, 2014 (also known as a Legacy account), you **MUST** upgrade your account before you can file electronically in a NextGen court.

TIP: If an attorney currently files documents in any other federal district court that has implemented the Next Generation of CM/ECF (NextGen), you may skip this step and move on to step two.

Instructions for upgrading a PACER account are detailed below. For questions about a PACER account, please contact the PACER Service Center at 1-800-676-6856.

Instructions

1. Open a web browser and navigate to <https://pacer.uscourts.gov/>.
2. Hover over **Manage My Account** and click on **Manage My Account Login**.



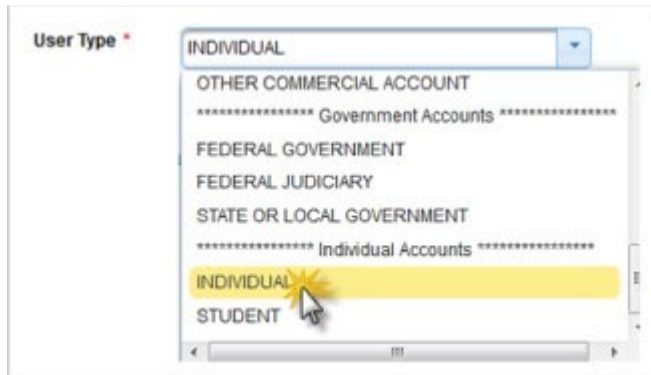
3. Click **Manage My Account Login**.
4. Login with your **current PACER credentials**.
5. Note the Account Type. If you have a Legacy PACER Account, please click the **Upgrade** link.



NOTE: If the Account Type is an “**Upgraded PACER Account**” there is nothing further to do.

6. Follow the prompts to **update/enter** all required information in each tab. Select **Next** to move to the next tab.

In the Person tab, select Individual as your user type.*



NOTE: If you work for a **government agency**, please make the appropriate selection from the “**Government Accounts**” category, rather than the “**Individual Accounts**” category.

7. Create a NEW username and password on the Security screen; then click **Submit** to complete the upgrade. The account will then be upgraded.
8. You will receive further instructions to link your upgraded PACER login with your CM/ECF credentials after September 6, 2022. You do not need to take any other action now unless you are a CJA attorney.

If you are a CJA attorney in NDTX, please read and follow directions in Step 9.

9. Each CJA attorney must request exempt status for the attorney’s upgraded PACER account. To do this, contact the PACER Service Center (PSC) by email at pacer@psc.uscourts.gov or by phone at 800-676-6856 and provide: your name, the account number for your upgraded PACER account, and your PACER account username. Specifically ask for your CJA exempt status for the Northern District of Texas to be added to your upgraded PACER account.

For questions, **please contact the PACER Service Center at 800-676-6856.**