



PACER

PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



[Upgrade My Legacy PACER Account Now](#)

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:

WHAT DO I DO TO GET READY FOR NEXTGEN CM/ECF?

What should I do first?

If you are currently registered to e-file in a federal court that has announced it will be converting to NextGen CM/ECF, you will need an upgraded PACER account.

If you do not have an upgraded PACER account, click [this link](#). Log in with your PACER username and password, and click on any of the options in the Settings tab. You will then be prompted to convert your account.

If you do not have a PACER account, click [this link](#) and complete the registration. If you need assistance choosing a registration option, use the [Registration Wizard](#) for help.

See the next question to determine if you have an upgraded PACER account.

You may also use the Existing Attorneys or PACER Only Users [electronic learning module](#) for a step-by-step guide on how to upgrade your account.

[How do I know if I have an upgraded PACER account?](#)

The easiest way to identify whether you have an upgraded account is:

1. Upgraded PACER accounts have usernames with at least 8 characters. If your username is 6 characters, you do not have an upgraded account.
2. Log in to [Manage My Account](#) and look for "Case Search Status Active."



3. If your username is **8 characters or more**, and you see **Case Search Status Active** after logging in to Manage My Account, you have an upgraded PACER account.

If you do not have an upgraded PACER account, click [this link](#). Log in with your PACER username and password, and click on any of the options in the Settings tab. You will then be prompted to convert your account.

NOTE: When you log in to Manage My Account, it may say "Account Status Active." This indicates you have a PAA, which can only be used for billing purposes and not for case search access.

If the Case Search Status says "Inactive," contact the PACER Service Center for assistance at (800) 676-6856 between 8 AM and 6 PM CT Monday through Friday, or by email at pacer@psc.uscourts.gov.

To learn more about the PAA, review the [PAA electronic learning module](#) at pacer.gov.

[My PACER account is not upgraded. How do I upgrade my account?](#)

Go to the [Upgrade PACER Account](#) page of Manage My Account and complete the upgrade process.

[We share PACER accounts in my firm/office. Can we continue to do this in NextGen CM/ECF?](#)

If you intend to e-file, you are required to have your own PACER account because your PACER account will be linked to your e-filing account.

[When do I need to upgrade my PACER account?](#)

You should upgrade before your court converts to NextGen CM/ECF.

To learn more about upgrading your account, review the [electronic learning modules](#) for Existing Attorneys or PACER Only Users, and the Maintenance tab of Manage My Account.

[I am not an e-filer and I do not have an upgraded PACER account. Do I need to upgrade?](#)

Only e-filers are required to upgrade their accounts right now. However, you will need to upgrade your account in order to perform any maintenance functions outside of making a payment.

[I am an e-filer and I have an upgraded PACER account. Now what do I do?](#)

Now you should wait for the court to convert to NextGen CM/ECF to proceed.

NOTE: Once the court converts to NextGen, you will link your filing credentials (login and password) to your

upgraded PACER account. You must know both sets of credentials to link the accounts. You should not rely on the browser to remember these credentials.

[What if I do not know my passwords?](#)

[Click here](#) to reset your PACER account password. If you have an old appellate e-filer account, [click here](#) to reset your password.

To recover an old e-filer password from a district or bankruptcy court, you must contact the court. [Click here](#) for links to court websites.

NOTE: When you reset your password, you must enter the email address that is on file at the PACER for the process to be successful.

[Is there training available for NextGen CM/ECF?](#)

Yes, there are several [electronic learning modules](#) (ELMs) that can help you learn more about the NextGen CM/ECF system.

[When will the court convert to NextGen?](#)

Check the court's website for information about the conversion schedule. Links to court homepages can be found [here](#).

[How do I know if the court has converted to NextGen?](#)

Check the CM/ECF [links](#) page. The page will show the word "NextGen" next to any court that has converted to NextGen CM/ECF.

THE COURT CONVERTED TO NEXTGEN CM/ECF. WHAT DO I DO?

[I am an e-filer and the court converted to NextGen CM/ECF. What do I do now?](#)

You must link your old e-filing privileges to your new upgraded PACER account.

See the section of questions above to determine if you have an upgraded PACER account, and for links to upgrade if you have not done so already.

To learn more about upgrading your account, review the [electronic learning modules](#) for Existing Attorneys or PACER Only Users, and the Maintenance tab of Manage My Account.

[How do I link my old e-filing privileges to my upgraded PACER account in an appellate NextGen court?](#)

Follow the instructions below to link your e-filing and PACER accounts.

1. Make sure that you are logged out of PACER completely and close your browser.
2. Open your browser and go to the CM/ECF website of the court where you are registered. If you do not have the web address, you can link to it from [here](#).
3. Click the **CM/ECF Document Filing System** link. At the login screen, log in with your upgraded PACER account credentials.
4. Click **Link my filer account to my PACER account**.

Attention

Account management has changed. You must click one of the links below to proceed.

If you have a CM/ECF account to file in this court: [Link my filer account to my PACER account](#)

If you only view case information (you will not be able to file): [Search for case information](#)

If you are a new filer in this court: [Request permission to file](#)

[Logout](#)

5. Enter your old e-filing CM/ECF login and password to link your accounts.

Link my filer account to my PACER account

CM/ECF Login

CM/ECF Password

[Clear](#) [Cancel](#)

6. If successful, your CM/ECF e-filing account will now be linked to your upgraded PACER account and you will see the following screen.



From this point forward, use your upgraded PACER account credentials to log in to file and/or view case information in any NextGen CM/ECF court.

If the linking process failed, please try again. Make sure your username is all lowercase. In addition, you may [click here](#) to reset your old e-filing password.

NOTE: If you are linking for someone else, be sure you know whose accounts you are linking because this process cannot be undone once you click Submit.

[Linking my account is not working. What do I do?](#)

If the linking process does not work, you must [log in](#) with your upgraded PACER account and submit a new e-file request for the court:

1. Log in to [Manage My Account](#).
2. Click the Maintenance tab.
3. Click either **Attorney Admissions/E-File Registration** or **Non-Attorney Admissions E-File Registration**.

You will then need to wait for the court to process the request before e-filing privileges are activated.

To learn more about submitting a new e-file request, review the [electronic learning module](#) for the Manage My Account Maintenance tab.

[I never had e-filing privileges in this court, but I need them now. What do I do?](#)

You must [log in](#) with your upgraded PACER account and submit a new e-file request for the court:

1. Log in to [Manage My Account](#).

2. Click the Maintenance tab.

3. Click either **Attorney Admissions/E-File Registration** or **Non-Attorney Admissions E-File Registration**.

You will then need to wait for the court to process the request before e-filing privileges are activated.

To learn more about submitting a new e-file request, review the [electronic learning module](#) for the Manage My Account Maintenance tab.

[I only view case information and do not e-file. What do I need to do?](#)

Only e-filers are required to upgrade their accounts right now. However, you will need to upgrade your account in order to perform any maintenance functions outside of making a payment.

MY FIRM SHARED A PACER ACCOUNT. WHAT DO I DO?

[Can we continue to share PACER accounts?](#)

While the Federal Judiciary does not recommend this practice, it is possible to share a PACER account if you are only viewing case information.

NOTE: Anyone with the username and password for this account can potentially update information (e.g., password) that could lock out other users who also share the account.

If you intend to e-file, you are required to have your own PACER account because your PACER account will be linked to your e-filing account.

[My firm had one account, and now we have many. Can we combine the billing?](#)

Yes. The PACER Service Center offers the PACER Administrative Account (PAA), a consolidated billing and online account management process that allows groups to manage and pay for all charges associated with multiple PACER accounts.

To register for a PAA, [click here](#). And for more information, you can use the [PAA electronic learning module](#) or read the [PAA User Manual](#). You may also review the PAA tab of FAQs [here](#).

NOTE: This account will not allow you to log in to access case information. It only allows you to manage your billing.

I AM A CJA ATTORNEY. WHAT DO I DO?

[I am a CJA attorney. What do I do?](#)

If you have two PACER accounts, upgrade the private account. Contact the PACER Service Center by email to move your existing exempt privileges. PSC staff will provide access instructions by email.