United States Bankruptcy Court
# Northern District of Alabama

UPGRADING YOUR PACER ACCOUNT

The next generation (NextGen) of CM/ECF provides a new log-on module that allows you to use your PACER account to access PACER and any NextGen court in which you are allowed to file. To activate this feature, you must have an upgraded PACER account. If your PACER account was created prior to August 2014, you must upgrade it following the steps listed below. As courts move to NextGen CM/ECF, you will also need to link any existing CM/ECF e-filing accounts in these courts to your upgraded PACER account (see *Linking Your CM/ECF Account to Your Upgraded PACER Account* for instructions). Please have paper and pen handy to record the required information as it will be needed to complete the account upgrade.
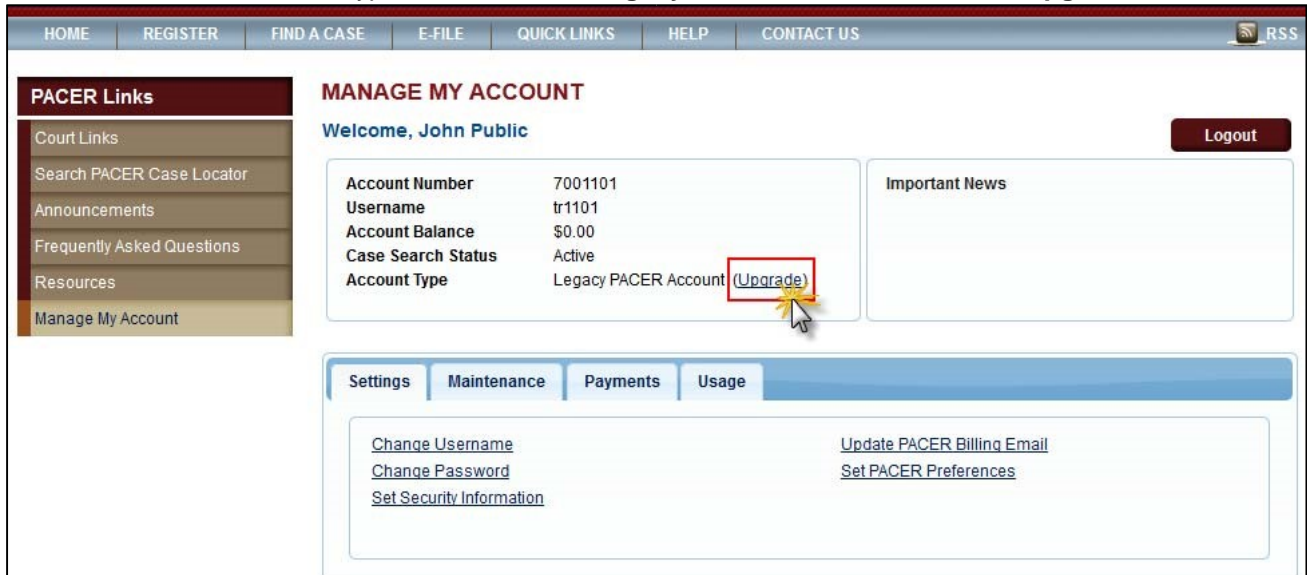
Upgrading Your PACER Account

STEP 1   Go to www.pacer.gov.

STEP 2 Click **Manage My Account** at the top of the page.
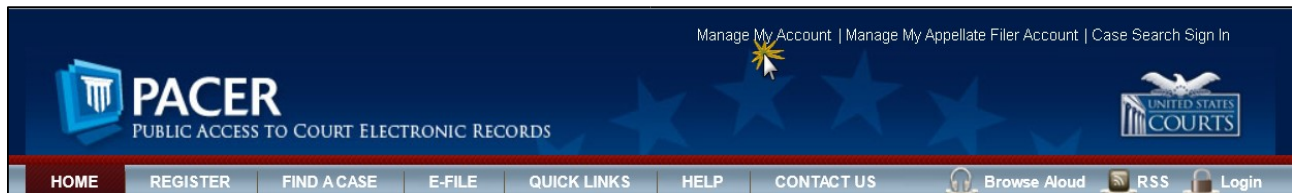
STEP 3   Log on with your PACER user name and password.

STEP 4   Your account type will be listed as **Legacy PACER Account**. Click the **Upgrade** link.

If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and no action is required.

STEP 5 You are directed to the Upgrade PACER Account page. Verify your personal information and update/enter all required information in each tab (**Person**, **Address**, and **Security**).

Person Tab: Enter your date of birth (format dd/mm/yyyy), and then from the **User Type** list, select a user type, if one was not previously selected. Select the user type that best describes the individual or organization associated with this account. The user type information is used for statistical purposes.

For example, if this is a personal account, select **INDIVIDUAL** from the **User Type** list. Click **Next**.

Address Tab: To complete the address information, from the **County** list, select your county. Click **Next**.

Security Tab: Create a new username, password, and security questions. Click **Submit**.

STEP 6   Your PACER account is now upgraded. A dialog box displays confirming the upgrade was successful. **NOTE**: You are no longer able to use your old PACER user name and password.

For additional assistance, please contact the PACER Service Center at 1-800-676-6856.