

# United States Bankruptcy Court Northern District of Alabama

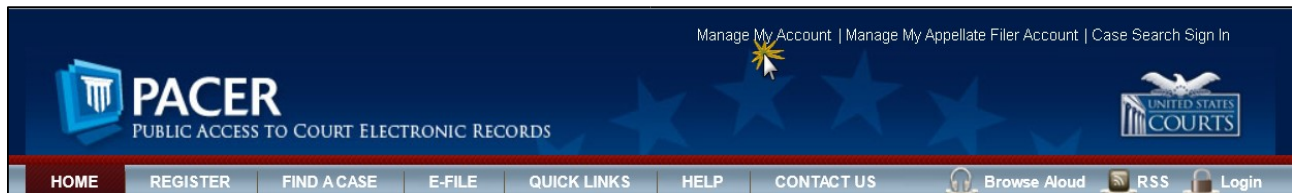
## UPGRADING YOUR PACER ACCOUNT

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

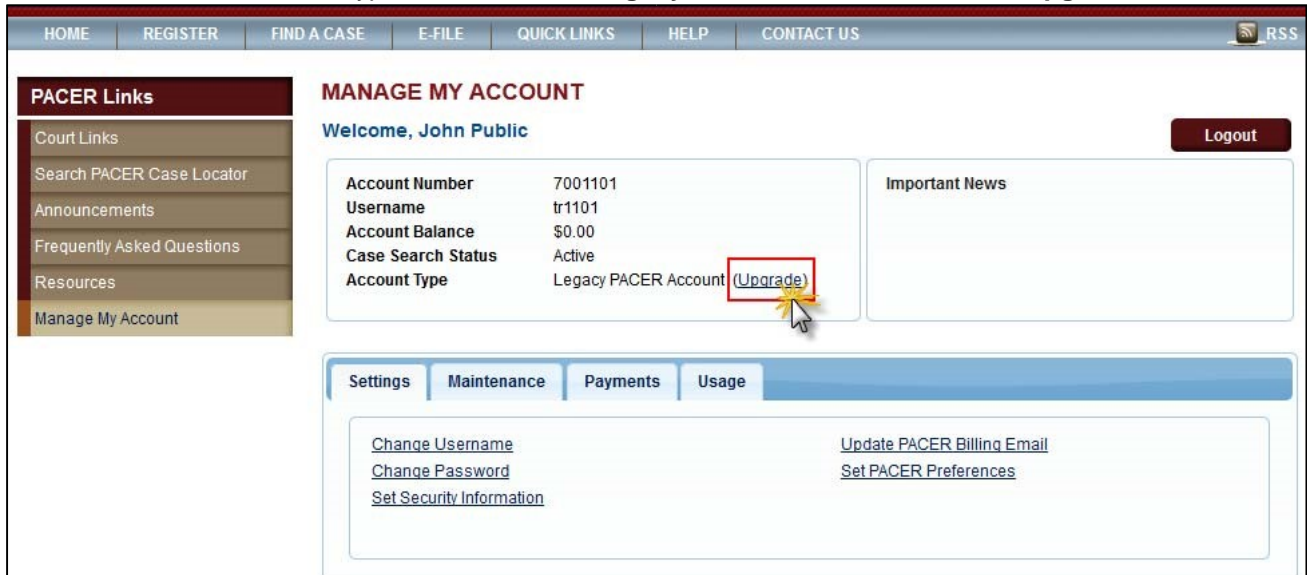
**STEP 1** Go to [www.pacer.gov](http://www.pacer.gov).

**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**.

The screenshot shows the 'Person' tab of the PACER account upgrade form. It contains the following fields and values:

- Prefix: Select Prefix
- First Name: John
- Middle Name: (empty)
- Last Name: Public
- Generation: Select Generation
- Suffix: Select Suffix
- Date of Birth: (empty)
- Email: johnpublic@gmail.com
- Confirm Email: johnpublic@gmail.com
- User Type: INDIVIDUAL

The 'Date of Birth' and 'User Type' fields are highlighted with red boxes. At the bottom, there are buttons for 'Next', 'Reset', and 'Cancel'.

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

The screenshot shows the 'Address' tab of the PACER account upgrade form. It contains the following fields and values:

- Firm/Office: (empty)
- Unit/Department: (empty)
- Address: 123 Main Street
- Room/Suite: (empty)
- City: Washington
- State: District of Columbia
- County: Select County
- Zip/Postal Code: 20001
- Country: United States of America
- Primary Phone: 202-555-5555
- Alternate Phone: (empty)
- Text Phone: (empty)
- Fax Number: (empty)

The 'County' field is highlighted with a red box. At the bottom, there are buttons for 'Next', 'Back', 'Reset', and 'Cancel'.

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

The screenshot shows the 'Security' tab of a registration form. It includes fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. There are buttons for Submit, Back, Reset, and Cancel.

#### PACER - CASE SEARCH ONLY REGISTRATION

The screenshot shows the 'User Information' section of the PACER Case Search Only Registration form. It includes fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. There are buttons for Generate Username, Check Username Available, Next, Back, Reset, and Cancel. Annotations include a yellow callout box stating 'You want to have a Strong Password' pointing to the password field, and another yellow callout box stating 'Please note that you CAN NOT use the same Security Answers even if your questions are different.' pointing to the Security Answer 2 field. A red box highlights the Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2 fields, with a red error message below stating 'Security answers must be different'.

**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.**