

United State Bankruptcy Court Northern District of Alabama

Upgrade Your Existing PACER Account

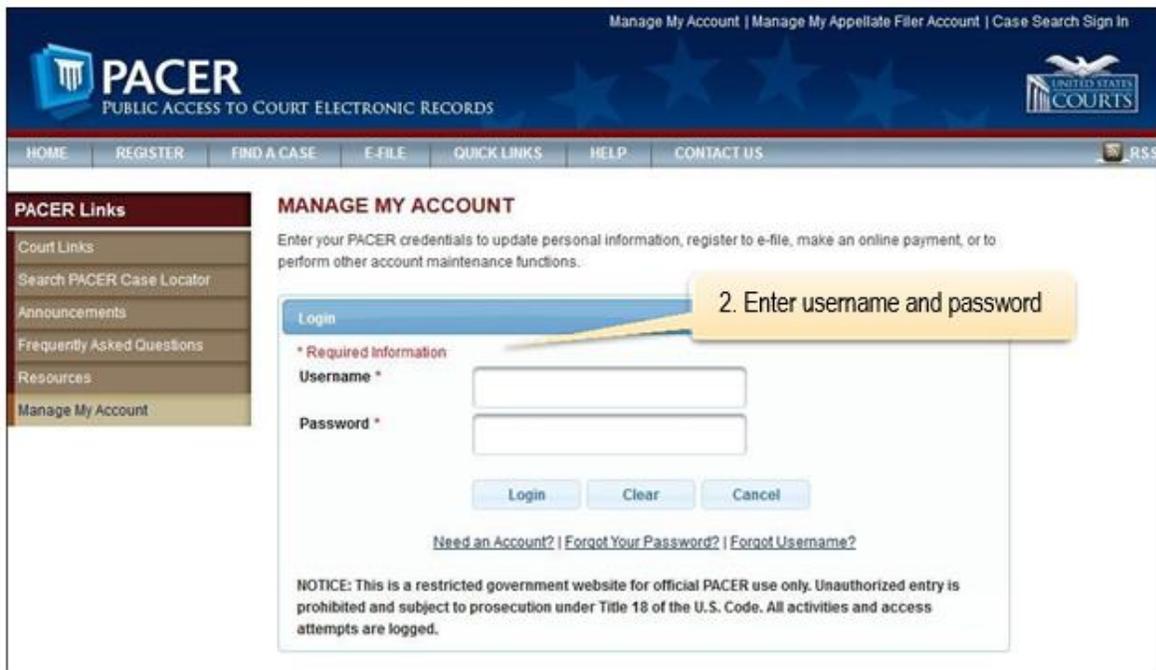
NextGen CM/ECF will include new functionality where filers use the same account for both PACER and CM/ECF electronic filing access. Below are the steps you must take to upgrade your PACER account. Your upgraded PACER account will have new security features and you will be creating and maintaining a new username and password.

Upgrade Your PACER Account



The screenshot shows the PACER home page. At the top right, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The main navigation bar includes "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". A callout box with the text "1. Click Manage My Account" points to the "Manage My Account" link in the top right corner. Below the navigation bar, there is a "PACER ANNOUNCEMENTS" section with several bullet points: "Site Maintenance 07/02 (06/19/2015)", "Chrome to Discontinue Java Plug-in Support (04/29/2015)", "SHA-256 Upgrade for PACER Web Site (04/15/2015)", and "April 2015 Newsletter" (04/10/2015).

1. On the PACER home page, click **Manage My Account**.



The screenshot shows the "MANAGE MY ACCOUNT" page. The page title is "MANAGE MY ACCOUNT" and the subtitle is "Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions." A callout box with the text "2. Enter username and password" points to the "Login" form. The form includes a "Login" button, a "Username" field, a "Password" field, and "Login", "Clear", and "Cancel" buttons. Below the form, there are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

2. Enter current PACER username and password.

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HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	7001101	Important News
Username	tr1101	
Account Balance	\$0.00	
Case Search Status	Active	
Account Type	Legacy PACER Account	Upgrade

3. Click **Upgrade**

3. Click the **Upgrade** link next to the Account Type.

**** Please note, if the Account Type lists Upgraded PACER Account there is no need to upgrade. ****

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded PACER account.

You currently have a legacy PACER account, and the action you have requested requires you to upgrade. This upgraded PACER account will allow you to access information within the court and perform different procedures without needing to use multiple logins. **NOTE:** This process will take your legacy PACER username out of existence. When you upgrade your PACER account, your username/password will change and you will no longer be able to share your account with other users.

If you have questions or need assistance, please contact the PACER Service Center at (800) 676-6856 between the hours of 8 AM to 6 PM CT Monday through Friday.

Person Address Security

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

Confirm Email *

User Type *

4. Review/update person information

5. Select Individual for the user type

6. Click **Next**

4. Under the **Person** tab, review and update Person information.
5. In the **User Type** field, select **INDIVIDUAL**.
6. Click **Next**.

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The screenshot shows a web form with three tabs: "Person", "Address", and "Security". The "Address" tab is selected. Under the heading "* Required Information", there are several input fields: "Firm/Office" (containing "Law Offices of John Q. Public"), "Unit/Department", "Address *" (containing "123 Any Street"), "Room/Suite", "City *" (containing "Your Town"), "State *" (containing "Texas"), "County *" (containing "BEXAR"), "Zip/Postal Code *" (containing "78558"), and "Country *" (containing "United States of America"). Below these are fields for "Primary Phone *" (containing "555-226-3232"), "Alternate Phone", "Text Phone", and "Fax Number". At the bottom are four buttons: "Next", "Back", "Reset", and "Cancel". Two callout boxes are present: one pointing to the "Address" field with the text "7. Verify or update address information", and another pointing to the "Next" button with the text "8. Click Next".

7. Under the **Address** tab, review and update address information.
8. Click **Next**.

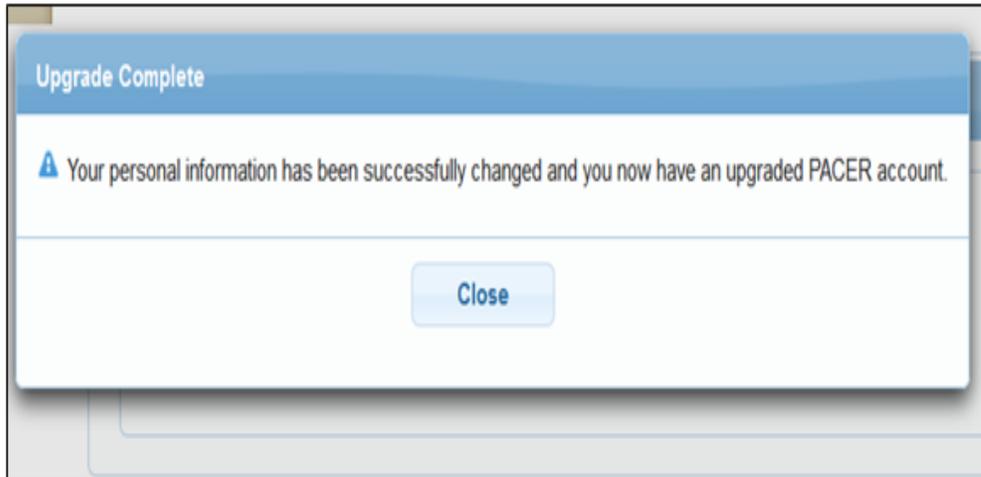
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The screenshot shows the 'Security' tab of a PACER account upgrade form. It includes fields for Username, Password, Confirm Password, Security Question 1, Security Answer 1, Security Question 2, and Security Answer 2. A 'Submit' button is at the bottom. Callouts point to these fields with instructions: '9. Enter new username and password', '10. Select security questions and enter security answers', and '11. Click Submit'. A red-bordered box contains instructions for the username: 'Enter a username that is at least 8 and no more than 40 characters. Valid characters are letters, numbers, periods, and underscores. Note: Periods, underscores, and capital letters are ignored by PACER and CMECF. Example: "PACER.Service.Center" may be displayed as "pacerservicecente r."' Another red-bordered box contains instructions for the password: 'Your password must be between 8 to 45 characters long and contain at least one lowercase letter, one uppercase letter, and one special character. Pay attention to the password strength meter. Note: It cannot contain any parts of your First Name, Last Name, Username or Email address.'

9. Under the **Security** tab, enter a new username and password.

10. Select security questions and enter security answers.

11. Click **Submit**.



*If you have any questions, about upgrading your pacer account, you may contact PACER Service Center at 1(800) 676-6856 or visit their website at www.pacer.gov or contact ALNB at ecftrain@alnb.uscourts.gov.