



## NextGen Central Sign-On Upgrading Your Individual PACER Account

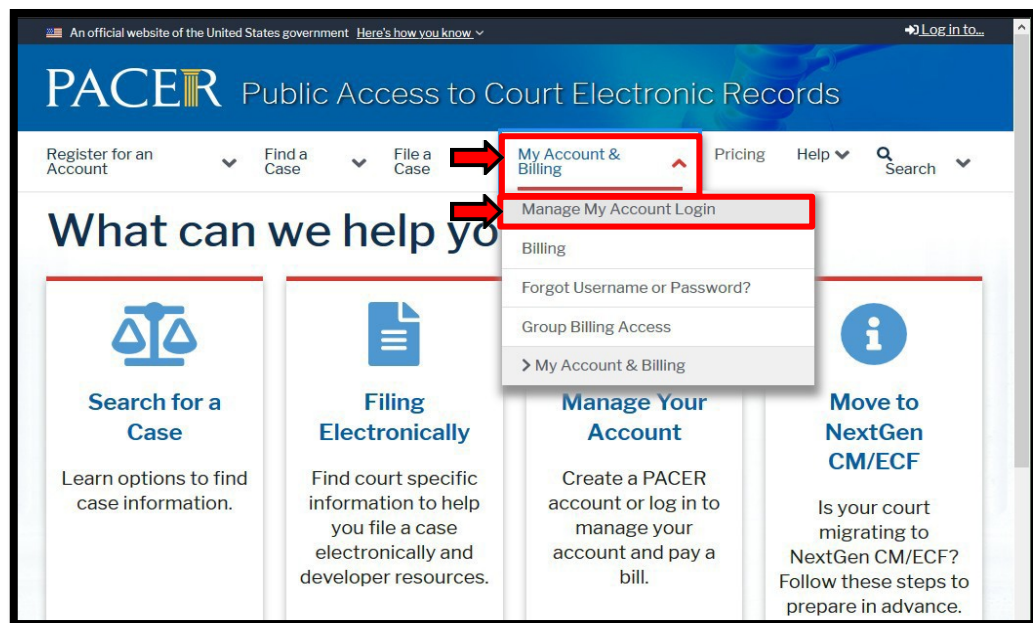
The next generation (NextGen) of CM/ECF provides a new logon module that allows you to use your PACER account to access PACER and any NextGen court in which you are allowed to file.

To activate this feature, you must have an **upgraded Individual PACER account**. If your PACER account was created prior to August 11, 2014, you must upgrade it following the steps listed below.

### Upgrading Your Individual PACER Account

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

**STEP 2** Click **My Account and Billing**, then **Manage My Account Login**. Then click **Log in to Manage My Account**.



### Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.

[Log in to Manage My Account](#)



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**STEP 3** When prompted, login and enter your PACER username and password.

**PACER**  
Public Access To Court Electronic Records

### Manage My Account

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**  
\* Required Information

Username \*

Password \*

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**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.

**STEP 4** If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and do not need to do anything until on or after the September 7, 2021 Go-Live date. **IF NOT, PROCEED TO STEP 5 TO UPGRADE YOUR ACCOUNT.**

<b>Account Number</b>	7007722
<b>Username</b>	johnqpublichib
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	<b>Upgraded PACER Account</b>

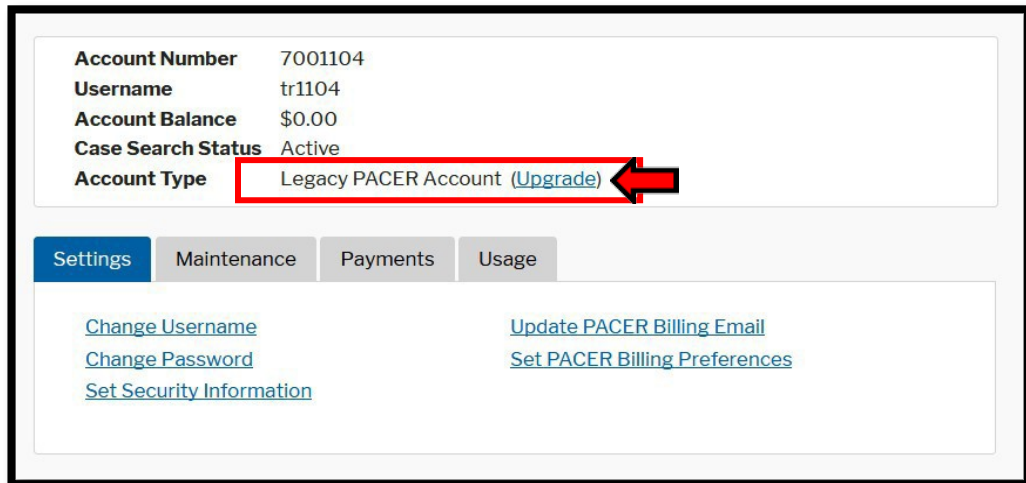
**Settings** | Maintenance | Payments | Usage

[Change Username](#) | [Update PACER Billing Email](#)  
[Change Password](#) | [Set PACER Billing Preferences](#)  
[Set Security Information](#)



## NextGen Central Sign-On Upgrading Your Individual PACER Account

**STEP 5** If your account is listed as **Legacy PACER Account**, you need to upgrade your account. Click the **Upgrade** link.

A screenshot of a web interface for upgrading a PACER account. The interface is enclosed in a black border. At the top, there is a table with account details: Account Number (7001104), Username (tr1104), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Legacy PACER Account). The "Legacy PACER Account" text is highlighted with a red box, and a red arrow points to the "(Upgrade)" link next to it. Below the table, there are four tabs: "Settings" (highlighted in blue), "Maintenance", "Payments", and "Usage". Under the "Settings" tab, there are five links: "Change Username", "Change Password", "Set Security Information", "Update PACER Billing Email", and "Set PACER Billing Preferences".

Account Number	7001104
Username	tr1104
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account ( <a href="#">Upgrade</a> )

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)  
[Change Password](#) [Set PACER Billing Preferences](#)  
[Set Security Information](#)

**STEP 6** You will be 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:** Verify the information listed in the required fields and update, if necessary.



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The screenshot shows a web form with three tabs: "Person", "Address", and "Security". The "Person" tab is active. The form is titled "\* Required Information". It contains the following fields:

- Prefix: Select Prefix (dropdown menu)
- First Name \*: John
- Middle Name: Q
- Last Name \*: Public
- Generation: Select Generation (dropdown menu)
- Suffix: Select Suffix (dropdown menu)
- Date of Birth \*: [empty field with calendar icon]
- Email \*: john.q.public@yourdomain.com
- Confirm Email \*: john.q.public@yourdomain.com
- User Type \*: INDIVIDUAL (dropdown menu)

At the bottom of the form are three buttons: "Next", "Reset", and "Cancel". Two red arrows point to the "Date of Birth" and "User Type" fields.

- Enter your **Date of Birth**.
- 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 only used for statistical purposes.
- Click **Next**.



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**Address Tab:** Verify and/or update the address information listed.  
Select appropriate county. Click **Next**.

A screenshot of a web form for upgrading a PACER account. The form has three tabs: "Person", "Address", and "Security". The "Address" tab is selected. The form contains several input fields and dropdown menus. A red arrow points to the "County" dropdown menu. The form is titled "\* Required Information".

Field	Value
Firm/Office	Law Offices of John Q. Public
Unit/Department	
Address *	123 Any Street
Room/Suite	
City *	Your Town
State *	New York
County *	NEW YORK
Zip/Postal Code *	10022
Country *	United States of America
Primary Phone *	555-555-3232
Alternate Phone	
Text Phone	
Fax Number	

Buttons: Next, Back, Reset, Cancel



## NextGen Central Sign-On Upgrading Your Individual PACER Account

**Security Tab:** Create new username and password. Select security questions/answers. Click **Submit**.

The screenshot shows a web form with three tabs: "Person", "Address", and "Security". The "Security" tab is active. Below the tabs, there is a section titled "\* Required Information". It contains the following fields:

- Username \*
- Password \*
- Confirm Password \*
- Security Question 1 \* (dropdown menu with "Select a Question" and a downward arrow)
- Security Answer 1 \*
- Security Question 2 \* (dropdown menu with "Select a Question" and a downward arrow)
- Security Answer 2 \*

At the bottom of the form, there are four buttons: "Submit", "Back", "Reset", and "Cancel". A red arrow points to the "Submit" button.

**STEP 7** **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 username and password.

The screenshot shows a dialog box with a blue header that says "Upgrade Complete". Below the header, the text reads: "Your personal information has been successfully changed and you now have an upgraded PACER account." At the bottom left of the dialog box, there is a "Close" button.

**IMPORTANT!** Your next step will be to link your PACER account with your Hawaii Bankruptcy Court CM/ECF account on or after our go live date of **September 7, 2021**.

Need help? Contact the PACER Service Center at 800-676-6856 or [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).