



**Upgrading an Individual PACER Account  
and Linking the PACER Account with  
a Legacy ECF Filer Account**

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## Introduction

On November 20, 2017, the United States Court of Appeals for the District of Columbia Circuit will be live on NextGen CM/ECF. As of this date, you will no longer be able to use your legacy filer account to file documents in this circuit. In order to file documents you will need an upgraded individual PACER account and you will need to link your legacy filer account to your upgraded PACER account.

The following pages outline the instructions for upgrading a PACER account and linking the PACER account to an ECF filer account.

## Instructions for Upgrading a PACER Account

1. Go to [www.pacer.gov](http://www.pacer.gov) and click on the **Manage My Account** link located at the top of the page.

The screenshot shows the PACER website homepage. At the top, the URL [www.pacer.gov](http://www.pacer.gov) is displayed. To the right, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The "Manage My Account" link is highlighted with a red box and a red arrow. Below the navigation menu, there is a "PACER LIBRARY" section with a list of links: "PACER Manual (Coming Soon)", "Important Security Notice (05/06/2014)", "April 2014 Newsletter (04/03/2014)", "Fee Schedule (04/01/2013)", "CM/ECF Release Notes (03/15/2013)", "Attention Appellate Court Mac Filers (01/07/2013)", and "Firm Billing Available (07/19/2012)".

2. Enter your current PACER Username and Password and click **Login**. If you do not remember your Username or Password, click on the **Forgot Username** or **Forgot your Password** links to retrieve your Username or Password.

The screenshot shows the "MANAGE MY ACCOUNT" page on the PACER website. The page includes a navigation menu with links for "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". Below the navigation menu, there is a "PACER Links" sidebar with links for "Court Links", "Search PACER Case Locator", "Announcements", "Frequently Asked Questions", "Resources", and "Manage My Account". The main content area is titled "MANAGE MY ACCOUNT" and contains the following text: "Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions." Below this text is a "Login" form with the following fields: "Username \*" (containing "PS0004") and "Password \*" (containing "●●●●●●●●"). There are buttons for "Login", "Clear", and "Cancel". Below the form are links for "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom of the page, there is a notice: "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."

3. Once you have accessed your account, click the **Maintenance** tab and then click the **Update Personal Information** link.

The screenshot shows the PACER website interface. At the top, the PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are visible. A navigation bar includes links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. On the left, a 'PACER Links' sidebar lists various options, with 'Manage My Account' highlighted. The main content area is titled 'MANAGE MY ACCOUNT' and welcomes 'John Public'. It displays account details: Account Number 2617065, Username PS0004, and PACER Account Balance \$0.00. Below this, there are tabs for Settings, Maintenance (selected), Payments, and Usage. Under the Maintenance tab, the 'Update Personal Information' link is highlighted in yellow, and a tooltip explains that it is used to update name, email address, title, and user type.

4. Please read the information regarding upgrades in yellow. Once the upgrade is complete, you will no longer be able to use your old PACER Username and Password. Under the **Person** tab, please review and make any necessary change. Please make sure that all required fields are completed. Click on **Next**. Review and update the address information as needed under the **Address** tab. Click **Next**.

This screenshot shows the same PACER 'MANAGE MY ACCOUNT' page. The 'Upgrade PACER Account' section is highlighted with a red border and contains yellow text. The text reads: '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 and 6 PM CT Monday through Friday.' Below this information are tabs for Person (selected), Address, and Security. The 'Person' tab is active, showing a section for '\* Required Information' with a 'Prefix' field.

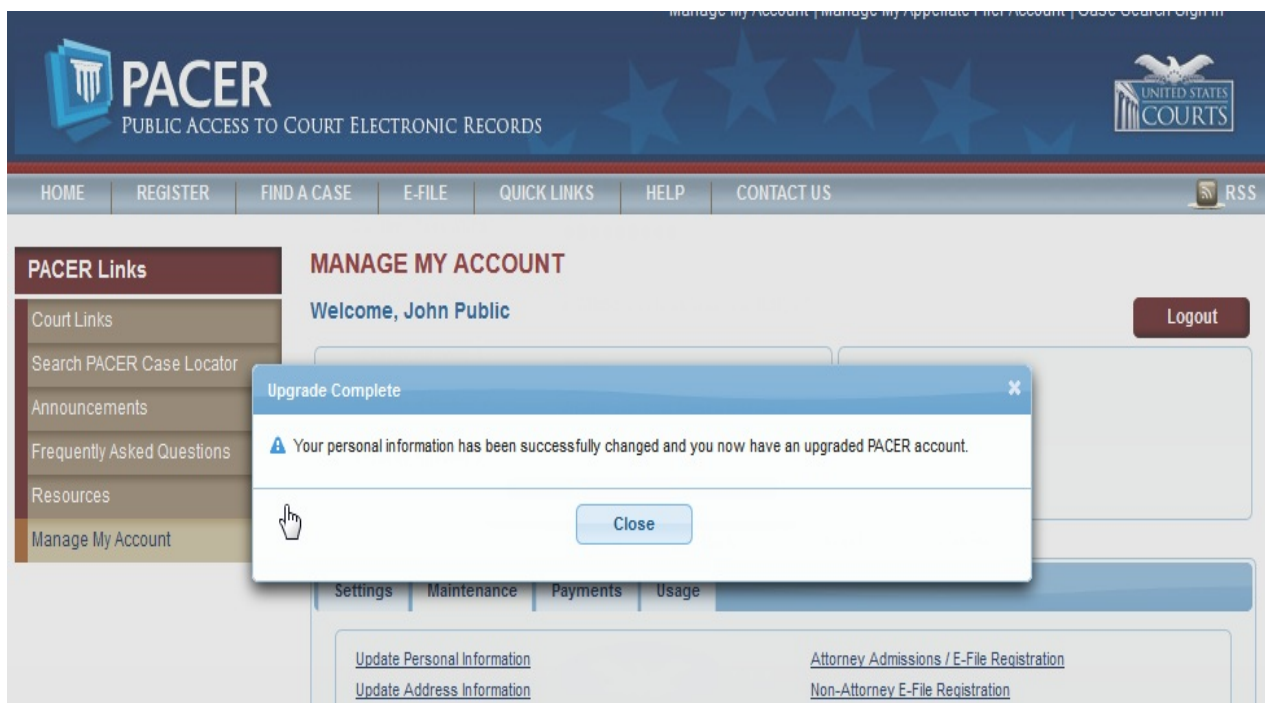
5. On the **Security** tab, you will be required to enter a new Username and Password and complete the Security Questions. Click **Submit**.



The screenshot shows the 'Security' tab of a PACER account management interface. It contains the following fields and options:

- Person** | **Address** | **Security** (selected)
- \* Required Information**
- Username \***: MyUsername
- Password \***: Strong (indicated by a green bar)
- Confirm Password \***: (masked with dots)
- Security Question 1 \***: In what city or town was your first job? (dropdown menu)
- Security Answer 1 \***: Austin
- Security Question 2 \***: What is your best friend's first name? (dropdown menu)
- Security Answer 2 \***: Gabe
- Buttons: **Submit** (yellow), **Back**, **Reset**, **Cancel**

6. Once you click **Submit** an Upgrade Complete box will confirm that your account has been upgraded successfully. You will no longer be able to log in using your previous PACER username and Password. The new Username and Password will provide read-only PACER access to all courts and filing access to all NextGen CM/ECF courts.



The screenshot shows the PACER website interface with a modal dialog box displayed. The website header includes the PACER logo and navigation links. The main content area shows the 'MANAGE MY ACCOUNT' section with a 'Welcome, John Public' message and a 'Logout' button. The 'Upgrade Complete' dialog box contains the following text:

**Upgrade Complete**

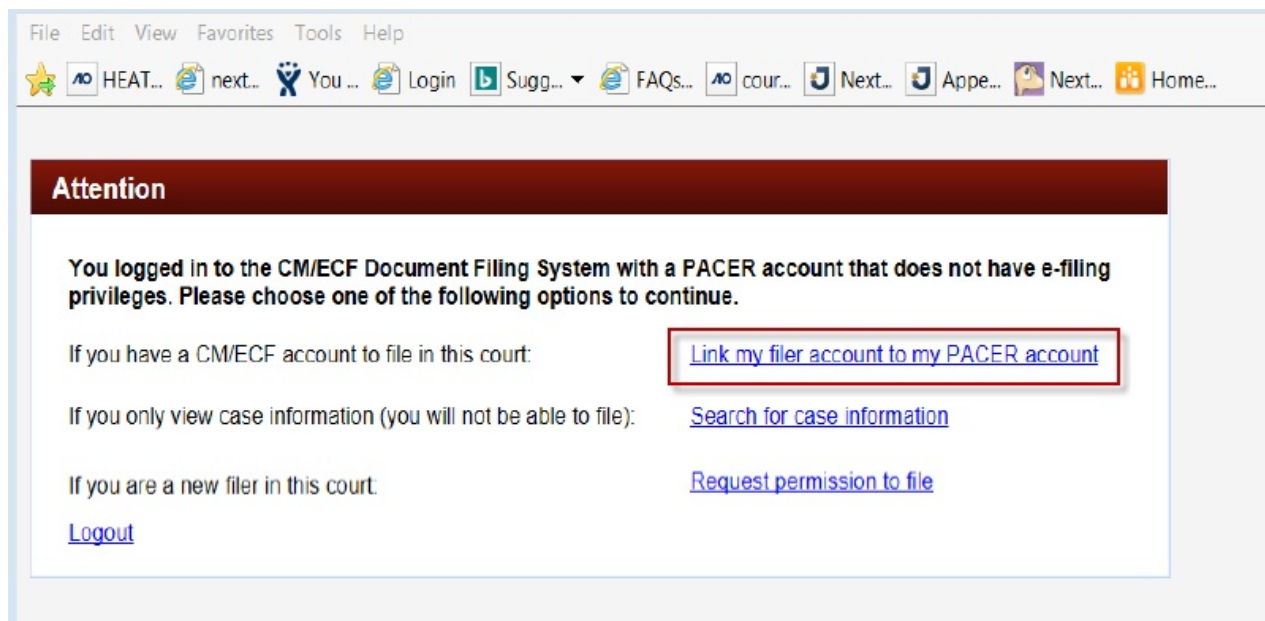
⚠ Your personal information has been successfully changed and you now have an upgraded PACER account.

Close

The background interface also shows a 'PACER Links' sidebar and a footer with links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'.

## Instructions for Linking a Legacy ECF Account and PACER Account

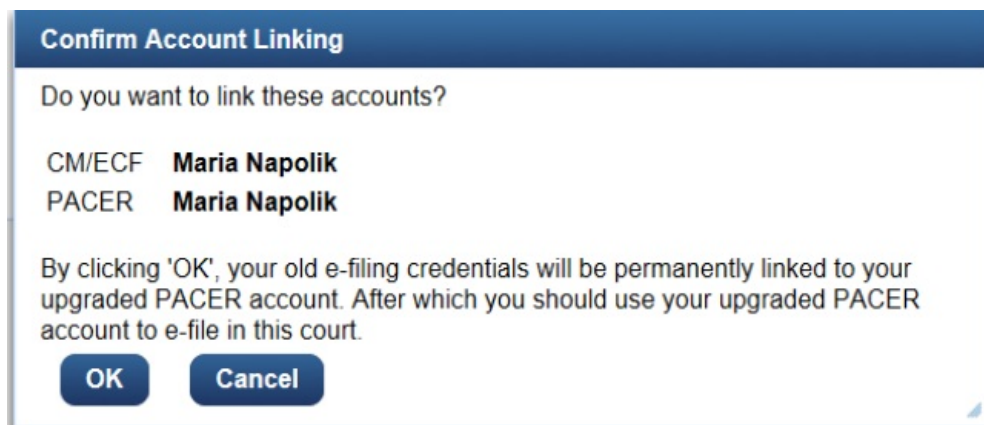
1. Beginning November 20, 2017, you will need to link your upgraded PACER account and your ECF filer account. Log out of PACER completely and make sure that all browser windows are closed.
2. Open a new browser window and go to the court's ECF website <https://ecf.cadc.uscourts.gov/>
3. Click the **CM/ECF Document Filing System** link. Enter your **upgraded PACER account Username and Password** at the login screen.
4. Once you are logged in, click on the **Link my filer account to my PACER account** link.



5. Enter your old CM/ECF e-filing Username and Password.



6. Once you have entered your old CM/ECF e-filing Username and Password, you will receive a confirmation screen. Review the information and if it is correct, then click **OK**.



7. You are now ready to use your upgraded PACER account to log in to any NextGen CM/ECF Court.