

# EXTERNAL USER REGISTRATION MANUAL: UPGRADED LEGACY PACER ACCOUNT

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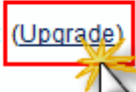
## Verify Legacy or Upgraded Account

Only e-filers with upgraded PACER accounts can successfully access the NextGen version of CM/ECF.

To determine the version of your account:

1. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
2. Enter your current PACER **Username** and **Password**.
  - a. If you forgot your PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password? Or Forgot Username?**.
3. Your **Account Type** identifies your current PACER Account version.

<b>Account Number</b>	7001101
<b>Username</b>	tr1101
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Legacy PACER Account <a href="#">(Upgrade)</a>



- a. **Legacy PACER Account:** You are required to upgrade (see [Upgrade Legacy PACER Accounts](#)).
- b. **Upgraded PACER Account:** No need to upgrade. Link to Western District of Washington NextGen CM/ECF or request attorney admission to this Court (see [Link your PACER and CM/ECF account](#)).

# EXTERNAL USER REGISTRATION MANUAL: UPGRADED LEGACY PACER ACCOUNT

## Upgrade Legacy PACER Accounts

If your current PACER **Account Type** displays as **Legacy PACER Account**, follow the below steps to upgrade your account:

1. Select **Upgrade** next to **Account Type**.

<b>Account Number</b>	7001101
<b>Username</b>	tr1101
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Legacy PACER Account <b>(Upgrade)</b>

2. Follow onscreen prompts to update/enter all necessary information in each tab including:

- a. For **User Type** select **INDIVIDUAL** then select **Next**.
- b. Complete the **Address** section. Select **Next**.
- c. Enter a username and password at the Security screen.

User Type \*

Billing Notice Emails

INDIVIDUAL

FEDERAL GOVERNMENT

FEDERAL JUDICIARY

STATE OR LOCAL GOVERNMENT

\*\*\*\*\* Individual Accounts \*\*\*\*\*

**INDIVIDUAL**

STUDENT

PLAINTIFF, DEFENDANT, OR DEBTOR IN A CASE


ATTORNEY

- i. You can reuse your original username and password only if they meet the new requirements.

- d. Select **Submit**.

3. Your PACER Account is now upgraded. The following confirmation screen appears.

Upgrade Complete

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

Close

**Note:** PACER deactivates the old PACER username and password once you make these changes.

4. For all questions regarding this process, **please contact PACER at 1-800-676-6856**.