

Slide 1 - Welcome



Administrative Office of the U.S. Courts
Department of Technology Services

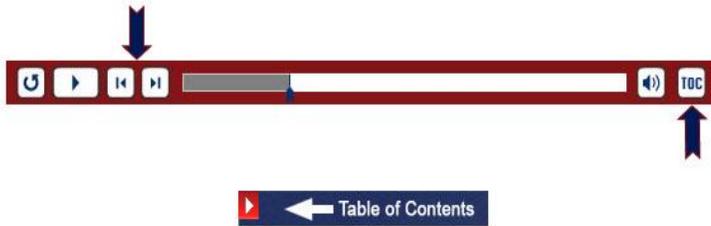
Upgrading Your PACER Account for PACER-Only Users



Slide 2 - Navigation

Navigation Instructions

You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen.



There is a **Table of Contents**, or **TOC**, located at the top left corner of the screen. Click the **TOC** button to the right of the Navigation bar to open or close the **TOC**. From the **TOC**, you can click on an item to jump to that section in the lesson.



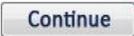
Here are the instructions for navigating through this tutorial. Click Start when you're ready to begin.

Slide 3 - Introduction

Introduction

- Changes are coming to the PACER login process.
- All users are required to upgrade their PACER accounts.



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Welcome! As you may have heard, changes are coming to the PACER login process. Depending on whether you have an individual PACER account or share an account, you will be required to update your PACER account. Click Continue.

Slide 4 - Objectives

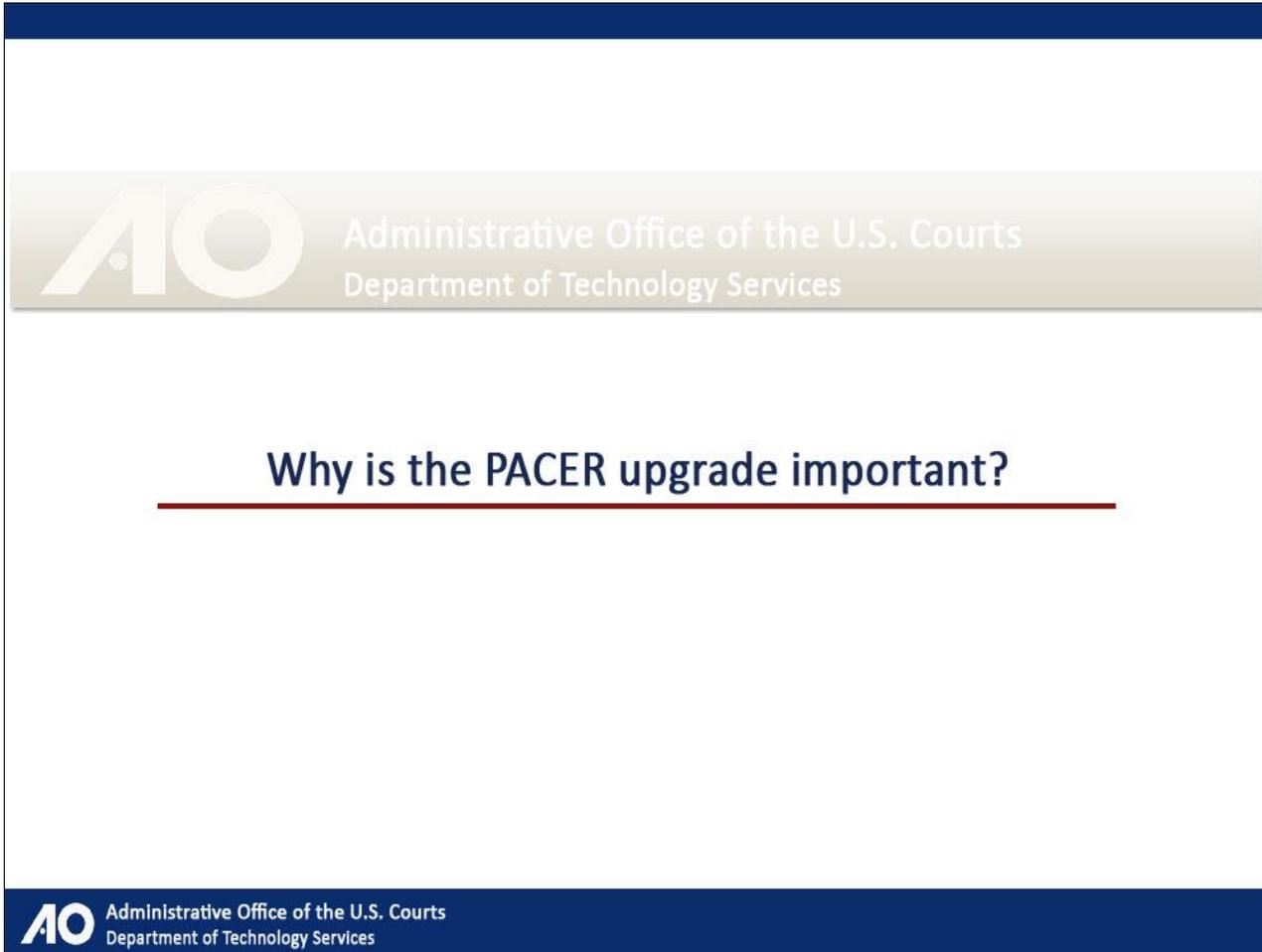
Objectives

By the end of this module, you will be able to:

- Upgrade your PACER account.
- Create an individual PACER account.

By the end of this module, you will be able to upgrade your PACER account or create an individual PACER account.

Slide 5 - Why is This Upgrade Important?



The slide content area is enclosed in a dark blue border. At the top, there is a light beige header bar with the AO logo and text. In the center, the main title is underlined. At the bottom, there is a dark blue footer bar with the AO logo and text.

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Why is the PACER upgrade important?

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Slide 6

Upgrading Your PACER Account

Your upgraded PACER account will have new security features, including a self-service login retrieval and password reset feature.

This feature will require that your account has the following:

- Valid email address
- Security question and answer
- Date of birth on file

Note: Each PACER user must have his or her own account.



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For PACER users, improvements to the system will include a self-service login retrieval and password reset feature. All accounts will be required to have a valid email address, security question and answer, and date of birth on file.

These improvements will increase the efficiency and security of PACER. Please note that due to these new security features, PACER users will no longer be able to share accounts.

Slide 7

The screenshot shows the PACER website's registration menu. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo and "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS" are prominently displayed. Below the logo is a navigation bar with "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". A white callout box at the top of the menu area contains the text: "Select the option that best applies to you. Click Continue when you are finished with this menu." Two blue callout boxes are overlaid on the registration options: the left one says "I have my own PACER account." and the right one says "I share a PACER account." Below these options is a white "Continue" button. The footer of the page includes the AO logo and the text "Administrative Office of the U.S. Courts, Department of Technology Services".

Select the option that best applies to you. Click Continue when you are finished with this menu.

Note to student:

Clicking the left button should take you to slide 8.

Clicking the right button should take you to slide 33.

Clicking "Continue" should take you to slide 52.

Slide 8 - Upgrading Your PACER Account

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Upgrading Your PACER Account

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The following steps will show you how to upgrade your PACER account.

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www.pacer.gov [Manage My Account](#) [Manage My Appellate Filer Account](#) | [Case Search](#) [Sign In](#)

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF IS HERE

The Federal Judiciary has developed a next generation (NextGen) Case Management/ Electronic Case Files (CM/ECF) system functionality that allows you to use the same account for both PACER and electronic filing access. Check the [court links](#) page to see if your court has upgraded to the NextGen functionality.

FREQUENTLY USED

- [Court Links](#)
- [Forgot Your Password?](#)
- [Billing Information](#)
- [Register for a PACER Account](#)
- [Frequently Asked Questions](#)

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for PACER.

PACER LIBRARY

- [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 \(01/07/2013\)](#)
- [Firm Billing Available \(07/19/2012\)](#)

[More »](#)

WHO CAN ACCESS PACER?

PACER is available to anyone who registers for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

<https://sapsd1.pacer.gov/psc/f/manage/maint.jsf>

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To upgrade your current PACER account, go to www.pacer.gov. On the PACER home page, click [Manage My Account](#).

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The screenshot shows the PACER website interface. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A horizontal menu contains: "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", and "RSS".

PACER Links

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

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

Username *

Password *

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

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.

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Log in with your current PACER username and password.

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Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

PACER Links

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

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

Username * PS0004

Password *

Login Clear Cancel

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

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.

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Enter your password.

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Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

PACER Links

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

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

Username * PS0004

Password * ●●●●●●●●

Login Clear Cancel

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

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.

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Enter your password and click Login.

Slide 13

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

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	2617065	Important News
Username	PS0004	
PACER Account Balance	\$0.00	

Settings Maintenance Payments Usage

[Change Username](#) [Go Paperless \(Statements\)](#)
[Change Password](#) [Set PACER Preferences](#)
[Set Security Information](#)

<https://cso-pacer.psc.uscourts.gov/pscof/manage/maint.jsf#mmTabView:mmMaintTab>

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From the Manage My Account page, you will see four tabs. Click Maintenance.

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Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

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	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

Settings Maintenance Payments Usage

[Update Personal Information](#) Update name, email address, title, and user type.

[Update Personal Information](#)

<https://cso-pacer.psc.uscourts.gov/pscof/manage/convert.jsf>

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Then click Update Personal Information.

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Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

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	2617065
Username	PS0004
PACER Account Balance	\$0.00

Important News

Upgrade 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 and 6 PM CT Monday through Friday.

Person Address Security

* Required Information

Prefix

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Take a moment to read the note about account conversion. Understand that you are upgrading your PACER account, and can use that account for read-only PACER access to all courts.

Once the upgrade is complete, you can no longer use your old PACER username and password. Scroll down.

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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.

Person | Address | Security

* Required Information

Prefix: Select Prefix

First Name *: John

Middle Name: Q.

Last Name *: Public

Generation: Select Generation

Suffix: Select Suffix

Date of Birth *:

Email *: john.q.public@yourdomain.com

Confirm Email *: john.q.public@yourdomain.com

User Type *: INDIVIDUAL

Federal Tax ID *: 84-0606868

Next | Reset | Cancel

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There are three tabs in which you are required to provide information. Note that some fields may have carried over from your current PACER account. For each tab, complete any required fields that are not already populated. Notice the Date of Birth field needs to be completed.

Slide 17

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.

Person Address Security

*** Required Information**

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth * 

Email *

Confirm Email *

User Type *

Federal Tax ID *

Enter your date of birth as MM/DD/YYYY, or click on the calendar to select a date. You must be at least 18 years old to use this service.

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Complete the Date of Birth field.

Slide 18

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.

Person Address Security

*** Required Information**

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth * 

Email *

Confirm Email *

User Type *

Federal Tax ID *

Enter your date of birth as MM/DD/YYYY, or click on the calendar to select a date. You must be at least 18 years old to use this service.

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Click Next.

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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.

Person **Address** Security

** Required Information*

Firm/Office	Law Offices of John Q. Public
Unit/Department	
Address *	123 Any Street
Room/Suite	
City *	Your Town
State *	Texas
County *	BEXAR
Zip/Postal Code *	78558
Country *	United States of America
Primary Phone *	555-226-3232
Alternate Phone	
Text Phone	
Fax Number	

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You are now on the Address tab, where the required fields have been carried over from your current account. Scroll down.

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*** Required Information**

Firm/Office	<input type="text" value="Law Offices of John Q. Public"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="123 Any Street"/> <input type="text"/> <input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Your Town"/>
State *	<input type="text" value="Texas"/>
County *	<input type="text" value="BEXAR"/>
Zip/Postal Code *	<input type="text" value="78558"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-226-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

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Click Next.

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The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active and highlighted in yellow. The form contains the following fields and controls:

- * Required Information** (indicated by red text)
- Username ***: A text input field.
- Password ***: A text input field.
- Confirm Password ***: A text input field.
- Security Question 1 ***: A dropdown menu with the text 'Select a Question'.
- Security Answer 1 ***: A text input field.
- Security Question 2 ***: A dropdown menu with the text 'Select a Question'.
- Security Answer 2 ***: A text input field.

At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. Below the form is a decorative horizontal line with a central eagle icon. The footer of the page includes navigation links: 'Contact Us | Privacy | Policies and Procedures | About Us'. A small text block states: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.' On the right side of the footer is the seal of the Administrative Office of the U.S. Courts. The bottom left corner features the 'AO' logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'.

You are now on the Security tab. Enter a new username, password, and complete your security questions and answers.

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Person Address **Security**

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Submit Back Reset Cancel

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 CM/ECF. Example: "PACER.Service.Center" may be displayed as "pacerservicecenter."

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The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.



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Enter a new username.

Slide 23

Person **Address** **Security**

*** Required Information**

Username *

Password * **Strong**

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

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.

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Enter a strong password.

Slide 24

The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active. The form contains the following fields and elements:

- Username ***: Text input field containing 'MyUsername'.
- Password ***: Password input field with a strength indicator showing 'Strong' in a green bar.
- Confirm Password ***: Password input field with a tooltip that says 'Re-type your password here. Make sure it matches your original password you typed above.'
- Security Question 1 ***: Dropdown menu with 'Select a Question'.
- Security Answer 1 ***: Text input field.
- Security Question 2 ***: Dropdown menu with 'Select a Question'.
- Security Answer 2 ***: Text input field.

At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. Below the form is a footer with navigation links: 'Contact Us | Privacy | Policies and Procedures | About Us'. A logo for the Administrative Office of the U.S. Courts is visible on the right. The footer text reads: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.' The AO logo and text 'Administrative Office of the U.S. Courts Department of Technology Services' are at the bottom left.

Confirm your password.

Slide 25

The screenshot shows the 'Security' tab of a user registration form. The form is titled '* Required Information' and contains the following fields:

- Username ***: MyUsername
- Password ***: Strong (indicated by a green bar)
- Confirm Password ***: (masked with dots)
- Security Question 1 ***: Select a Question (dropdown menu)
- Security Answer 1 ***: (text input field)
- Security Question 2 ***: (dropdown menu)
- Security Answer 2 ***: (text input field)

A 'Cancel' button is located to the right of the Security Question 1 dropdown menu. The dropdown menu is open, showing the following options:

- Select a Question
- In what city or town was your first job?
- What is your best friend's first name?
- What is your father's middle name?
- What is your grandmother's maiden name?
- What is your oldest cousin's first name?
- What is your oldest sibling's birthday?
- What is your oldest sibling's middle name?
- What is your youngest sibling's birthday?

At the bottom of the page, there is a footer with the following text:

Contact Us | Privacy | Policies and Procedures | About Us

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Department of Technology Services

Select a security question.

Slide 26

The screenshot shows the 'Security' tab of a user registration form. It contains the following elements:

- Navigation tabs: Person, Address, Security (highlighted)
- Section header: * Required Information
- Username: MyUsername
- Password: Strong (indicated by a green bar)
- Confirm Password: (masked with dots)
- Security Question: In what city or town was your first job? (Dropdown menu)
- Security Answer: Austin (Text input)
- Security Answer 2: (Empty text input)
- Buttons: Submit, Back, Reset, Cancel
- Tooltip: You should use an answer that is easy to remember but difficult for others to guess. Your answer should be between 4 and 100 characters long.

Footer information includes: Contact Us | Privacy | Policies and Procedures | About Us; This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts. AO Administrative Office of the U.S. Courts Department of Technology Services.

Complete your answer.

Slide 27

The screenshot shows the 'Security' tab of a user registration form. The form is titled '* Required Information' and contains the following fields:

- Username ***: MyUsername
- Password ***: Strong (password strength indicator)
- 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 ***: Select a Question (dropdown menu)
- Security Answer 2 ***: Select a Question (dropdown menu)

A 'Cancel' button is located to the right of the Security Answer 2 dropdown menu. The footer of the page includes navigation links (Contact Us, Privacy, Policies and Procedures, About Us), a disclaimer, and the logo of the Administrative Office of the U.S. Courts, Department of Technology Services.

Select a second security questions.

Slide 28

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

- Username ***: MyUsername
- Password ***: A password field with a strength indicator showing "Strong" in green.
- Confirm Password ***: A password field with masked characters.
- Security Question 1 ***: A dropdown menu with the selected question: "In what city or town was your first job?"
- Security Answer 1 ***: A text input field containing "Austin".
- Security Question 2 ***: A dropdown menu with the selected question: "What is your best friend's first name?"
- Security Answer 2 ***: A text input field containing "Gabe".

A tooltip is displayed over the "Security Answer 1" field with the text: "You should use an answer that is easy to remember but difficult for others to guess. Your answer should be between 4 and 100 characters long." Below the form are buttons for "Submit", "Back", "Reset", and "Cancel".

At the bottom of the page, there is a navigation bar with links: "Contact Us", "Privacy", "Policies and Procedures", and "About Us". Below the navigation bar is a footer with the text: "This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts." The footer also includes the AO logo and the text: "Administrative Office of the U.S. Courts, Department of Technology Services".

Complete your answer.

Slide 29

The screenshot shows a web form with three tabs: 'Person', 'Address', and 'Security'. The 'Security' tab is active and highlighted in yellow. The form contains the following fields and options:

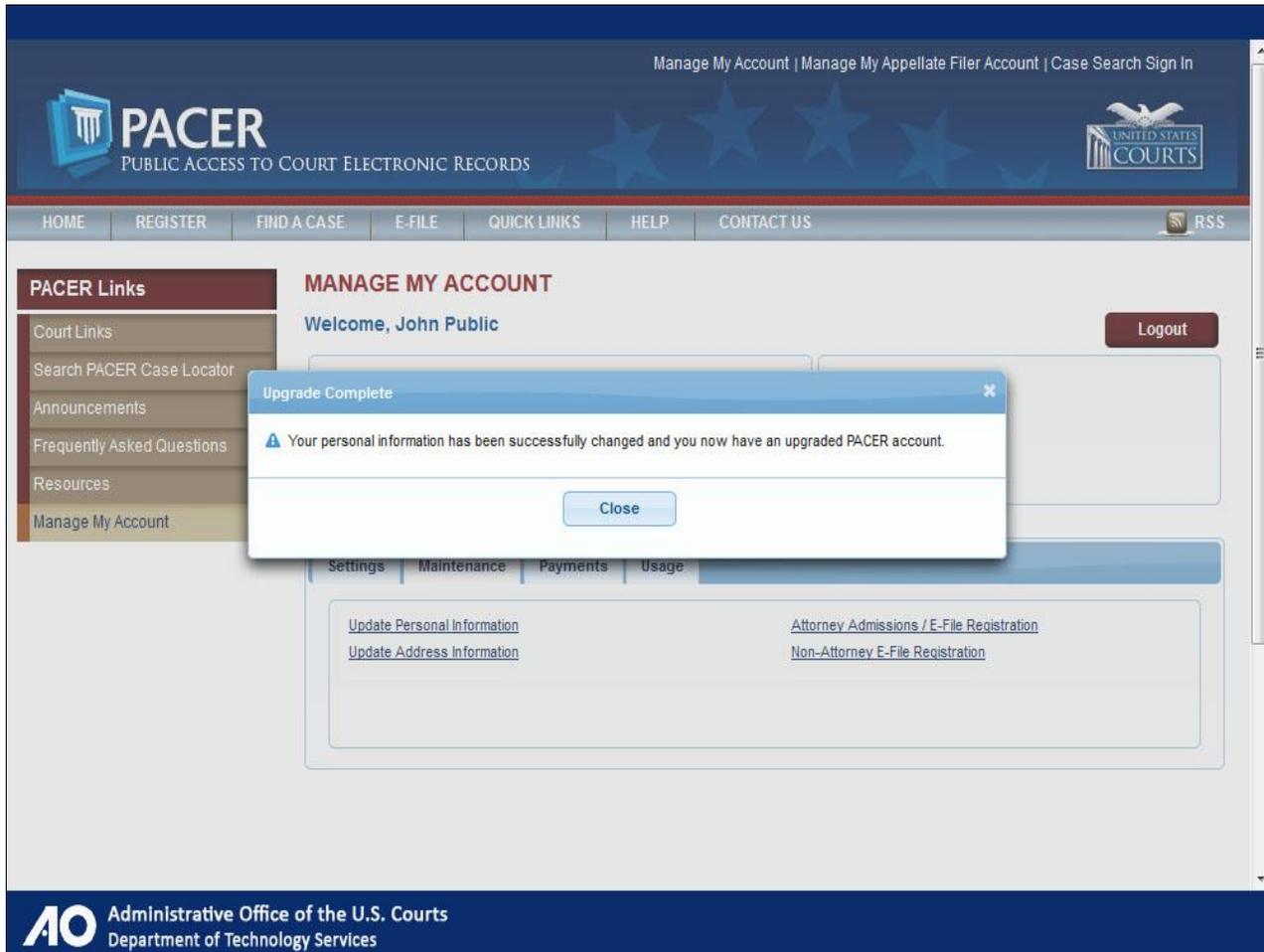
- Username ***: Text input field containing 'MyUsername'.
- Password ***: Password input field with a strength indicator showing 'Strong' in a green bar.
- Confirm Password ***: Password input field with masked characters (dots).
- Security Question 1 ***: Dropdown menu with the selected question: 'In what city or town was your first job?'.
- Security Answer 1 ***: Text input field containing 'Austin'.
- Security Question 2 ***: Dropdown menu with the selected question: 'What is your best friend's first name?'.
- Security Answer 2 ***: Text input field containing 'Gabe'.

At the bottom of the form are four buttons: 'Submit', 'Back', 'Reset', and 'Cancel'. Below the form is a decorative banner with a white eagle and stars. The footer contains navigation links: 'Contact Us | Privacy | Policies and Procedures | About Us'. A disclaimer states: 'This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center. The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.' The AO logo and 'Administrative Office of the U.S. Courts Department of Technology Services' are also present.

Completing the Security tab information is the final step in upgrading your PACER account. Once you click Submit, the username and password you entered will be your new username and password for PACER.

You will no longer be able to use your old PACER username and password. Click Submit.

Slide 30



You will see a window confirming that your account has been upgraded and that your current username and password are no longer valid.

Slide 31

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

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	2617065
Username	MyUsername
PACER Account Balance	\$0.00

Important News

Settings Maintenance Payments Usage

- [Update Personal Information](#)
- [Update Address Information](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)

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On the Manage My Account page, notice that your username is now the new one that you created.

Slide 32

The screenshot displays the PACER website's 'MANAGE MY ACCOUNT' interface. At the top, there are navigation links for 'Manage My Account', 'Manage My Appellate Filer Account', 'Case Search', and 'Sign In'. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are on the left, while the 'UNITED STATES COURTS' logo is on the right. A horizontal menu includes 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', 'CONTACT US', and 'RSS'. On the left side, a 'PACER Links' sidebar lists '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 greets the user as 'John Public'. A large white box with a blue border contains the text: 'Congratulations! You have learned how to upgrade your PACER account.' Below this message is a sub-menu with 'Settings', 'Maintenance', 'Payments', and 'Usage'. Under 'Settings', there are links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. At the bottom of the main content area, two buttons are highlighted with red boxes: 'Menu' and 'Continue'. The footer features the 'AO' logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'.

Congratulations! You have learned how to upgrade your PACER account. Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

Clicking "Menu" should take you back to slide 7.

Clicking "Continue" should take you to slide 52.

Slide 33 - Creating a PACER Account

AO Administrative Office of the U.S. Courts
Department of Technology Services

Creating an Individual PACER Account

AO Administrative Office of the U.S. Courts
Department of Technology Services

The following steps will show you how to create your own PACER account with upgraded security features.

Slide 34

www.pacer.gov Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF IS HERE

The Federal Judiciary has developed a next generation (NextGen) Case Management/ Electronic Case Files (CM/ECF) system functionality that allows you to use the same account for both PACER and electronic filing access. Check the [court links](#) page to see if your court has upgraded to the NextGen functionality.

FREQUENTLY USED

- [Court Links](#)
- [Forgot Your Password?](#)
- [Billing Information](#)
- [Register for a PACER Account](#)
- [Frequently Asked Questions](#)

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for

PACER LIBRARY

- [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 \(01/07/2013\)](#)
- [Firm Billing Available \(07/19/2012\)](#)

[More »](#)

WHO CAN ACCESS PACER?

PACER is available to anyone who registers for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

<https://sapsd1.pacer.gov/psc/psc/regWizard.jsf>

AO Administrative Office of the U.S. Courts
Department of Technology Services

To register for an individual PACER account, go to www.pacer.gov. Click Register from the menu. This will take you to the Account Registration page.

Slide 35

The screenshot shows the PACER website interface. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is prominently displayed on the left, with the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS" below it. On the right, the United States Courts logo is visible. A navigation bar contains links for "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US", along with an RSS icon. A left-hand menu titled "REGISTER" lists several options: "PACER Search Only" (highlighted with a red border), "Attorneys", "Non-Attorneys", "Appellate (Legacy)", "District/Bankruptcy (Legacy)", and "PACER Administrative Account". The main content area features a "Registration Wizard" box with the following text: "PACER offers registrations for several different functions. This Registration Wizard is designed to help you decide which registration option is best for your needs. If you already know what you need, use the Register menu on the left side of the screen. Otherwise, click **Start** below to begin." Below this text is a blue "Start" button and a link for "More Information". The browser's address bar shows "sapacerdev.psc.uscourts.gov/reg_pacer.html". The footer includes the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

Click PACER Search Only from the menu on the left.

Slide 36

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

REGISTER

- PACER Search Only
- ▶ Register Now
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- PACER Administrative Account

PACER REGISTRATION

To obtain a PACER account, you must complete the [online PACER Registration Form](#). For immediate access to court records, provide a credit card during registration. If you do not provide a credit card, an activation code will be sent by U.S. mail to the address you provided on the registration form. Please allow 7-10 business days for mail delivery. **For security reasons, activation codes cannot be emailed, faxed, or given over the phone.**

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to PACER. All registered agencies or individuals will be charged the fee. Access to PACER systems will generate a [\\$0.10 per page charge](#).

If you would like to try PACER before registering, visit our [free training site](#). More detailed information about how to use PACER is available in the [PACER User Manual](#).

Register for a PACER Account Now

<https://sapsd1.pacer.gov/pscof/registration.jsf>

AO Administrative Office of the U.S. Courts
Department of Technology Services

Review the information on the screen, and then click Register for a PACER Account Now.

Slide 37

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

REGISTER

- PACER Search Only
- Register Now
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- PACER Administrative Account

PACER - CASE SEARCH ONLY REGISTRATION

Account Information

* Required Information

Prefix Select Prefix

First Name * John

Middle Name Q.

Last Name * Public

Generation Select Generation

Suffix Select Suffix

Date of Birth * 01/01/1988

Firm/Office

Unit/Department

Address * 123 Any Street

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Department of Technology Services

Complete the required information, marked with a red asterisk, as shown on this form. Then, scroll down to see the rest of the form.

Slide 38

The screenshot shows a web form for user registration. The form is contained within a browser window with a blue header. The form fields are as follows:

- Select Generation**: A dropdown menu.
- Suffix**: A dropdown menu with the text "Select Suffix".
- Date of Birth ***: A date input field containing "01/01/1988" and a calendar icon.
- Firm/Office**: An empty text input field.
- Unit/Department**: An empty text input field.
- Address ***: A text input field containing "123 Any Street".
- Room/Suite**: An empty text input field.
- City ***: A text input field containing "Your Town".
- State ***: A dropdown menu with "Texas" selected.
- Zip/Postal Code ***: A text input field containing "78558".
- Country ***: A dropdown menu with "United States of America" selected.
- Primary Phone ***: A text input field containing "123-456-7890".
- Alternate Phone**: An empty text input field.
- Text Phone**: An empty text input field.
- Fax Number**: An empty text input field.
- Email ***: A text input field containing "john.q.public@yourdomain.com".

At the bottom of the browser window, there is a blue footer with the AO logo and the text: "Administrative Office of the U.S. Courts Department of Technology Services".

Scroll down again.

Slide 39

Email * john.q.public@yourdomain.com

Confirm Email * john.q.public@yourdomain.com

User Type * INDIVIDUAL

Check here if this account will be used by an attorney appointed to the CJA Attorney Panel

User Verification *

142

reCAPTCHA™

Privacy & Terms

Next Reset Cancel

Contact Us | Privacy | Policies and Procedures | About Us

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Department of Technology Services

And then click Next.

Slide 40

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

REGISTER

- PACER Search Only
- ▶ Register Now
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- PACER Administrative Account

PACER - CASE SEARCH ONLY REGISTRATION

User Information

* Required Information

Username *

Very Strong

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

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Department of Technology Services

Continue completing the required information, marked with a red asterisk, as shown on this form.

Slide 41

PACER Administrative Account

*** Required Information**

Username *

Very Strong

Password *

Confirm Password *

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Next Back Reset Cancel

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The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

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Department of Technology Services

And then click Next.

Slide 42

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

REGISTER

- PACER Search Only
- ▶ Register Now
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- PACER Administrative Account

PACER - CASE SEARCH ONLY REGISTRATION

Payment Information

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of web-based PACER systems will generate a \$.10 per page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per file charge.

Providing a credit card is optional. If you would like to register without providing a credit card, click **Next** below without entering any information on this screen. For instant access to PACER, we will validate the credit card information you provide here. There is no registration charge; however, the credit card will be charged quarterly for any fees incurred. If you submit your registration request without providing credit card information, you will receive an activation code by U.S. mail in 7-10 business days.

**** Credit card data is optional here. However, if you do provide a credit card, the marked fields below are required.**

VISA MasterCard American Express DISCOVER

Account Holder Name *

Card Type *

Account Number *

Card Expiration Date *

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Department of Technology Services

Review the information provided on this screen. Please note that submitting credit card information is optional. If you want instant access to PACER, fill in the required information. If you do not need instant access, you may submit your registration request without providing credit card information. You will receive an authentication token by mail in 7 to 10 business days.

Slide 43

Account Number

Card Expiration Date * 01 / 2014

Use saved address

Address *

City *

State *

Zip/Postal Code *

Country *

I authorize the PACER Service Center to charge the above credit card once a quarter for PACER usage above the quarterly fee waived threshold, which is currently set at \$15 and subject to change. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Contact Us](#) | [Privacy](#) | [Policies and Procedures](#) | [About Us](#)

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.

 **Administrative Office of the U.S. Courts**
Department of Technology Services



Click Next.

Slide 44

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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

REGISTER

- PACER Search Only
- ▶ Register Now
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- PACER Administrative Account

PACER - CASE SEARCH ONLY REGISTRATION

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of web-based PACER systems will generate a \$.10 per page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per file charge.

I understand that:

- There is a charge for accessing information in PACER. See Fee Information section, above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Under Judicial Conference policy, certain accounts may be designated as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the bill.
- The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page of data.
- Users who provide a valid credit card or debit card number at the time of registration will receive access instructions shortly thereafter (usually in a matter of minutes). Users who do not provide a card number at the time of registration will receive instructions via email.

[Click here to download a printable version of the Policies and Procedures](#)

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Department of Technology Services

Review the policies and procedures outlined in the large box.

Slide 45

REGISTER

- PACER Search Only
 - Register Now
- Attorneys
- Non-Attorneys
- Appellate (Legacy)
- District/Bankruptcy (Legacy)
- PACER Administrative Account

PACER - CASE SEARCH ONLY REGISTRATION

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- Use of web-based PACER systems will generate a \$.10 per page charge.
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- There is a charge for accessing information in PACER. See Fee Information section, above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Under Judicial Conference policy, certain accounts may be designated as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
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- The per-page charge applies to the number of pages that result from any search, regardless of the number of pages viewed, printed, or downloaded. Searches that result in no matches incur a charge for one page of data.
- Users who provide a valid credit card or debit card number at the time of registration will receive access instructions shortly thereafter (usually in a matter of minutes). Users who do not provide a card number at the time of registration will receive instructions by mail.

[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

Check here to acknowledge you have read and understand the Policies and Procedures listed above. *

If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.

Submit Back Reset Cancel

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Department of Technology Services

Then, select the check box to acknowledge that you have read and understand the policies and procedures.

Slide 46

REGISTER

PACER Search Only

▶ Register Now

Attorneys

Non-Attorneys

Appellate (Legacy)

District/Bankruptcy (Legacy)

PACER Administrative Account

PACER - CASE SEARCH ONLY REGISTRATION

Acknowledgment of Policies and Procedures

There is no registration fee. However, the Judicial Conference of the United States has established a fee for access to information in PACER. All registered users will be charged as follows:

- Use of web-based PACER systems will generate a \$.10 per page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per file charge.

I understand that:

- There is a charge for accessing information in PACER. See Fee Information section, above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Under Judicial Conference policy, certain accounts may be designated as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
- I must alert the PACER Service Center to any errors in billing within 90 days of the date of the bill.
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[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

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Submit
Back
Reset
Cancel

Administrative Office of the U.S. Courts
Department of Technology Services

Slide 47

Non-Attorneys
Appellate (Legacy)
District/Bankruptcy (Legacy)
PACER Administrative Account

- Use of web-based PACER systems will generate a \$.10 per page charge.
- Audio files of court hearings retrieved via PACER will generate a \$2.40 per file charge.

I understand that:

- There is a charge for accessing information in PACER. See Fee Information section, above. PACER provides electronic access to case information in U.S. federal courts. By registering for a PACER account, I assume responsibility for all fees incurred through the usage of this account.
- Under Judicial Conference policy, certain accounts may be designated as exempt from fees. If my account is exempt from the fee, it is my responsibility to use the account only within the scope of the fee exemption.
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[Click here to download a printable version of the Policies and Procedures](#)

*** Required Information**

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Submit
Back
Reset
Cancel



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AO

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 Department of Technology Services

Click Submit.

Slide 48

The screenshot shows the PACER website's registration confirmation page. At the top, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, and the United States Courts logo is on the right. A navigation bar includes "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", and "RSS". A left sidebar menu lists "REGISTER" (selected), "PACER Search Only", "Register Now", "Attorneys", "Non-Attorneys", "Appellate (Legacy)", "District/Bankruptcy (Legacy)", and "PACER Administrative Account". The main content area is titled "PACER - CASE SEARCH ONLY REGISTRATION" and contains a message: "THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER! If you need to make changes to your account, go to [Manage My Account](#). To search federal court case records, visit our [Court Links](#) page by clicking [Continue](#) below." Below the message are two buttons: "Continue" and "Done", with the "Done" button highlighted by a red rectangle. The footer includes the AO logo and text: "Administrative Office of the U.S. Courts Department of Technology Services".

Clicking Done will complete your registration. Remember, if you did not provide credit card information, you will receive information in the mail in 7 to 10 days instructing you on how to activate your account.

Slide 49

The screenshot shows the PACER website interface. At the top right, there are links for "Manage My Account", "Manage My Appellate Filer Account", and "Case Search Sign In". The PACER logo is on the left, with the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". The United States Courts logo is on the right. A navigation bar contains "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", "CONTACT US", and an RSS icon. A left sidebar menu is titled "REGISTER" and includes options like "PACER Search Only", "Register Now", "Attorneys", "Non-Attorneys", "Appellate (Legacy)", "District/Bankruptcy (Legacy)", and "PACER Administrative Account". The main content area is titled "PACER - CASE SEARCH ONLY REGISTRATION" and features a confirmation message: "THANK YOU FOR REGISTERING WITH THE PACER SERVICE CENTER!". Below this, it says: "If you need to make changes to your account, go to [Manage My Account](#). To search federal court case records, visit our [Court Links](#) page by clicking [Continue](#) below." At the bottom of this message are three buttons: "Continue", "Done" (highlighted with a red box), and "Go to the PSC Home Page." The footer contains the AO logo and text: "Administrative Office of the U.S. Courts Department of Technology Services".

Click Done.

Slide 50

[Manage My Account](#) | [Manage My Appellate Filer Account](#) | [Case Search Sign In](#)



PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



[HOME](#)
[REGISTER](#)
[FIND A CASE](#)
[E-FILE](#)
[QUICK LINKS](#)
[HELP](#)
[CONTACT US](#)

 [RSS](#)
 [Login](#)

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information online from federal appellate, district, and bankruptcy courts, and the PACER Case Locator. PACER is provided by the Federal Judiciary in keeping with its commitment to providing public access to court information via a centralized service.

NEXTGEN CM/ECF IS HERE



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FREQUENTLY USED

- [Court Links](#) ⓘ
- [Forgot Your Password?](#) ⓘ
- [Billing Information](#) ⓘ
- [Register for a PACER Account](#) ⓘ
- [Frequently Asked Questions](#) ⓘ
- [Manage My Account](#) ⓘ

PACER CASE LOCATOR

The PACER Case Locator is a national index for U.S. district, bankruptcy, and appellate courts. A subset of information from each case is transferred to the PACER Case Locator server each night. The system serves as a locator index for

PACER LIBRARY

- [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 \(01/07/2013\)](#)
- [Firm Billing Available \(07/19/2012\)](#)

[More »](#)

WHO CAN ACCESS PACER? ▼

PACER is available to anyone who [registers](#) for an account.

The more than one million PACER users include attorneys, pro se filers, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.



Administrative Office of the U.S. Courts
Department of Technology Services

Slide 51

The screenshot shows the PACER website interface. At the top, there are navigation links: "Manage My Account | Manage My Appellate Filer Account | Case Search Sign In". The PACER logo is prominently displayed, along with the text "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS" and the "UNITED STATES COURTS" logo. A navigation bar includes "HOME", "REGISTER", "FIND A CASE", "E-FILE", "QUICK LINKS", "HELP", and "CONTACT US". There are also icons for RSS and Login.

The main content area features several sections:

- PACER LIBRARY:** Lists items such as "PACER Manual (Coming Soon)" and "Important Security Notice (05/06/2014)".
- NEXTGEN CM/ECF IS HERE:** Announces the new generation of Case Management/Electronic Case Files system.
- FREQUENTLY USED:** Includes links for "Court Links", "Forgot Your Password?", "Billing Information", "Register for a PACER Account", "Frequently Asked Questions", and "Manage My Account".
- PACER CASE LOCATOR:** Describes the national index for U.S. district, bankruptcy, and appellate courts.
- WHO CAN ACCESS PACER?:** States that PACER is available to anyone who registers for an account.

A white rectangular overlay with a blue border is centered on the screen, containing the text: "Congratulations! You have learned how to create an individual PACER account." Below this message are two buttons: "Menu" and "Continue", both highlighted with red rectangular boxes.

The footer of the page features the logo of the Administrative Office of the U.S. Courts and the text "Department of Technology Services".

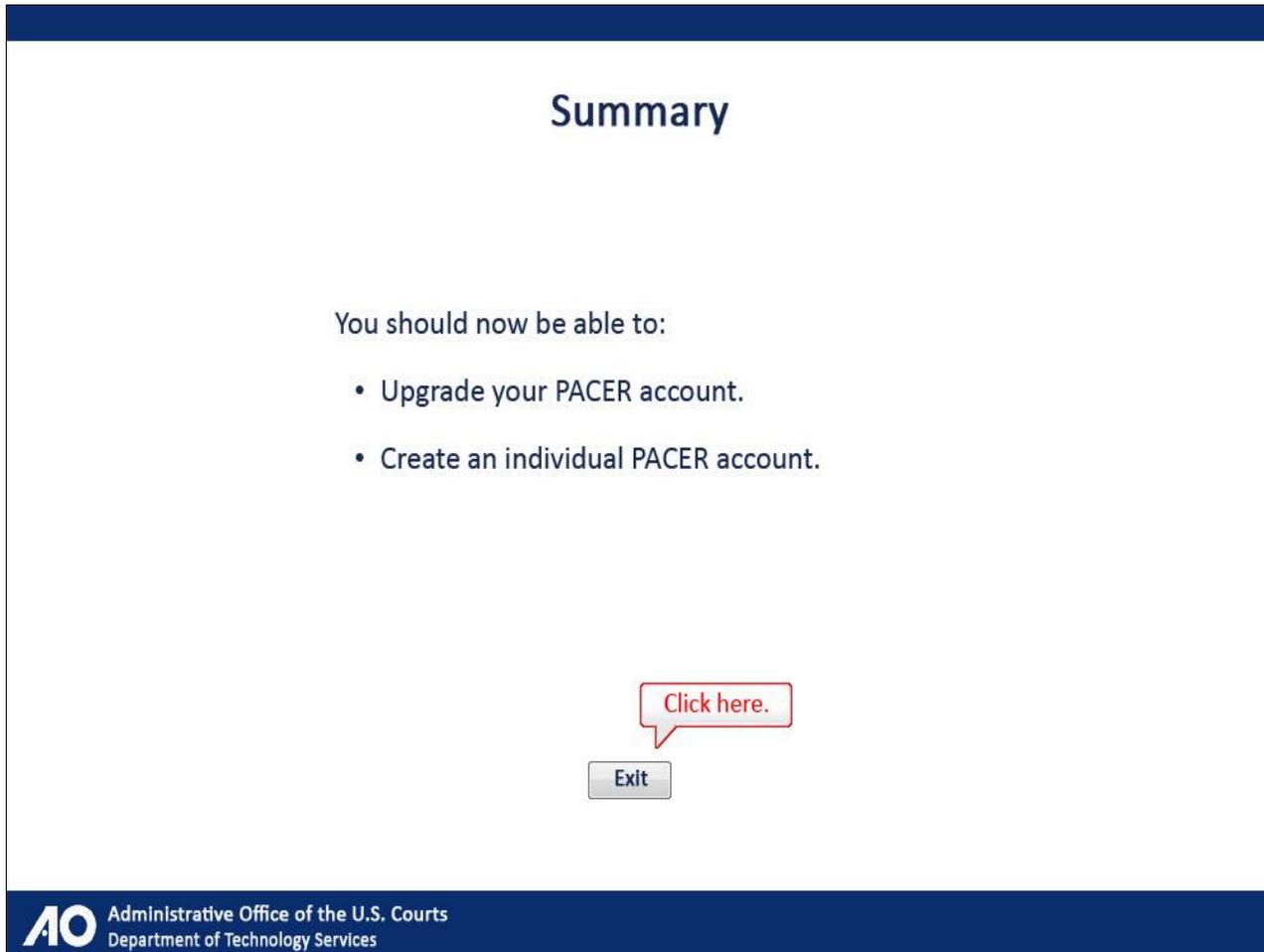
Congratulations! You have learned how to create an individual PACER account. Click Menu to return to the menu options, or click Continue to complete this module.

Note to student:

Clicking "Menu" should take you to slide 7.

Clicking "Continue" should take you to slide 52.

Slide 52 - Summary & Exit

A slide titled "Summary" with a blue header and footer. The main content area is white. It contains the text "You should now be able to:" followed by a bulleted list with two items: "Upgrade your PACER account." and "Create an individual PACER account." Below the list is a grey "Exit" button. A red speech bubble with the text "Click here." points to the "Exit" button. The footer contains the AO logo and the text "Administrative Office of the U.S. Courts Department of Technology Services".

Summary

You should now be able to:

- Upgrade your PACER account.
- Create an individual PACER account.

Click here.

Exit

AO Administrative Office of the U.S. Courts
Department of Technology Services

Depending on the option you selected, you should now be able to upgrade your PACER account or create an individual PACER account. Click Exit to complete this module.

Slide 53 - Module Information

Module Information

Upgrading Your PACER Account for PACER-Only Users

Production Information:
Produced by AO-DTS-SDSO-TD
Contact Information: AOTXml_ELM@aotx.uscourts.gov
July 2014

Electronic Learning Module 1.0

Click R 

 Administrative Office of the U.S. Courts
Department of Technology Services

Slide notes