

	U.S. District Court – Southern District of Ohio	
	Department Name	Clerk's Office
	Procedure Name	Upgrade Your Current Pacer Account
	Last Reviewed/Update Date	8/20/2020

UPGRADE YOUR CURRENT PACER ACCOUNT

Purpose

This procedure will assist attorneys with upgrading their individual PACER account.

Scope

This procedure applies to any attorney who has a PACER account that was created before August 11, 2014 (legacy account).

Prerequisites

You must have a PACER account.

Responsibilities

If you are having issues with PACER, such as account access after submitting your registration or questions about the registration process, you should contact PACER at (800) 676-6856.

Procedure

The following procedures will guide you through upgrading your PACER account.

Step	Action
1	Navigate to https://pacer.uscourts.gov/

2	Hover over Manage Your Account and select Manage My Account Login.
3	Click on the Log In to Manage My Account button using your PACER username and password.
4	<p>Click the Upgrade link next to the Account Type.</p> <div data-bbox="570 384 1365 573" style="border: 1px solid gray; padding: 10px;"> <p>Case Search Status Active</p> <p>Account Type Legacy PACER Account (Upgrade)</p> </div> <p> Note: If the Account type shows "Upgraded PACER Account", then there is no need to upgrade.</p>
5	<p>Follow prompts to update and enter all necessary information in each tab. Select ATTORNEY as your User Type at the bottom of the first screen and click Next.</p> <div data-bbox="570 785 1365 974" style="border: 1px solid gray; padding: 10px;"> <p>User Type * <input type="text" value="ATTORNEY"/></p> <p style="text-align: right;"><input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> </div>
6	Complete the Address section and Click Next.
7	<p>Create a new username and password at the Security screen. Select and answer two security questions and click the Submit button.</p> <div data-bbox="570 1125 1365 1434" style="border: 1px solid gray; padding: 10px;"> <p>Person Address Security</p> <p>* Required Information</p> <p>Username * <input type="text"/></p> <p>Password * <input type="password"/></p> <p>Confirm Password * <input type="password"/></p> <p>Security Question 1 * <input type="text" value="Select a Question"/></p> <p>Security Answer 1 * <input type="text"/></p> <p>Security Question 2 * <input type="text" value="Select a Question"/></p> <p>Security Answer 2 * <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> </div>
8	<p>Your PACER Account is now upgraded. The following confirmation screen will appear.</p> <div data-bbox="570 1572 1365 1766" style="border: 1px solid gray; padding: 10px;"> <p style="background-color: #0070C0; color: white; padding: 5px;">Upgrade Complete</p> <p>Your personal information has been successfully changed and you now have an upgraded PACER account.</p> <p style="text-align: center;"><input type="button" value="Close"/></p> </div> <p> Note: You will no longer be able to use your old PACER username and password.</p>