

UPGRADING YOUR INDIVIDUAL PACER ACCOUNT

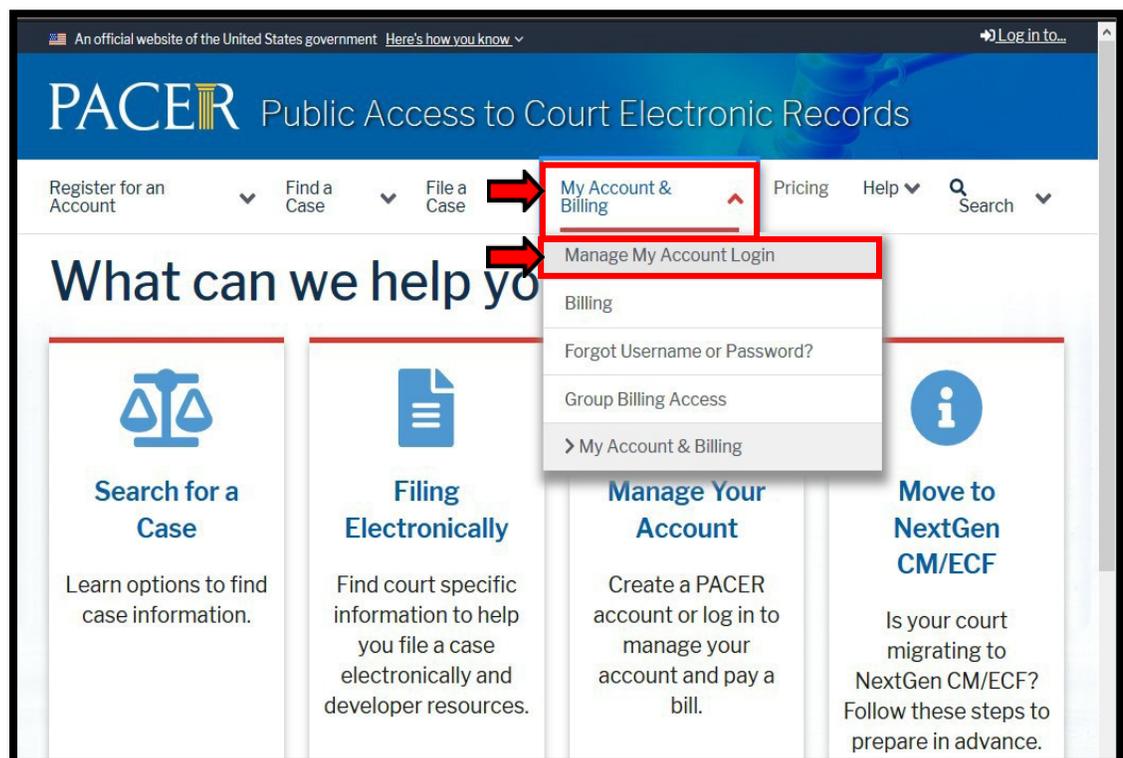
One of the benefits of the next generation electronic filing system (known as NextGen CM/ECF), is the ability to log on using a new module called “Central Sign On” (CSO) that allows you to use your PACER account to access PACER as well as any NextGen Court to which you have been given authorized access.

- 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 using the steps listed below**.
- Once the Rhode Island Bankruptcy Court (RIB) transitions to NextGen CM/ECF on **October 4, 2021**, you will then need to link your existing RIB CM/ECF account to your upgraded Individual PACER account *on or after the October 4, 2021 Go Live Date*. (See our [instructions on how to link your PACER and CM/ECF accounts](#).)

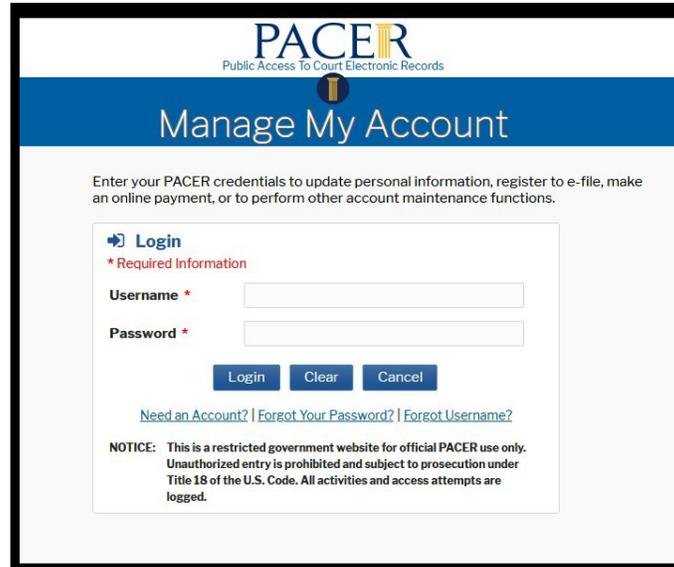
Upgrading Your Individual PACER Account

STEP 1 Go to www.pacer.uscourts.gov

STEP 2 Click **My Account and Billing**, then **Manage My Account Login**. Select **log in to Manage My Account**.



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

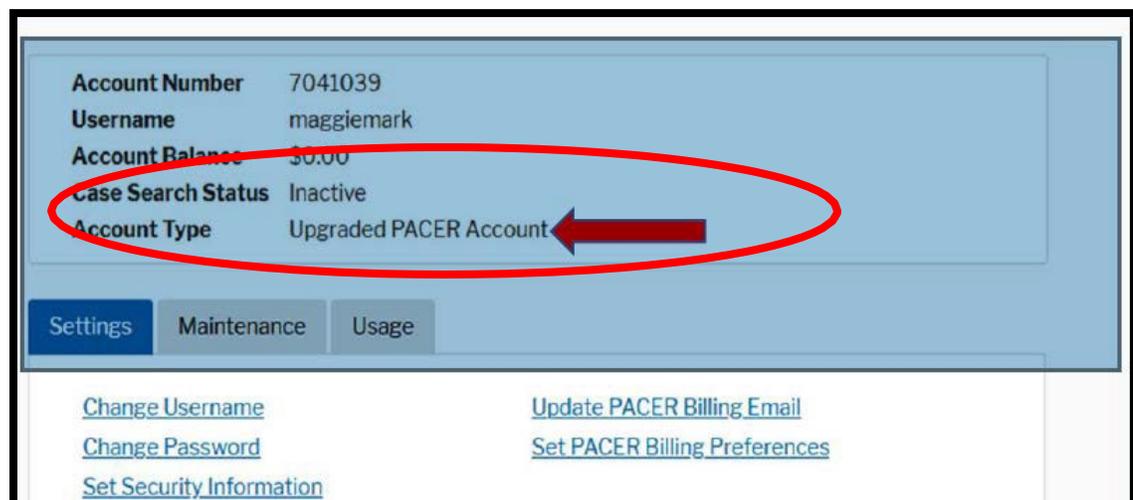
Username *

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 have already upgraded your account and do not need to do anything further until you link the accounts, on or after the October 4, 2021 Go Live Date. **If not, proceed to step 5 to upgrade your account.**



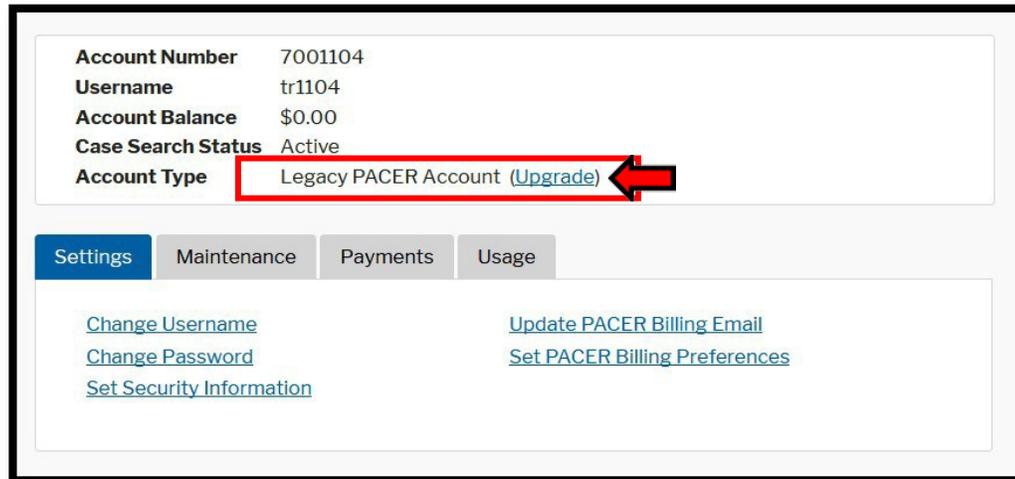
Account Number	7041039
Username	maggiemark
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Billing Preferences](#)

[Set Security Information](#)

STEP 5 Your account type may be listed as **Legacy PACER Account**. If so, you must upgrade it in order to file in the NextGen CM/ECF system. To do so, click the **Upgrade** link.



Note: *If your account type is listed as Upgraded PACER Account, you already have an upgraded account and no further action is required until on or after the October 4, 2021 Go Live Date.*

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.
 - ✓ **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**.

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

Next Reset Cancel

- **Address Tab: Verify and/or update the address information listed.** From the **County** list, select your county. Click **Next**.

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 * 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

Next Back Reset Cancel

- **Security Tab: Create a new username, password, and security questions.** (Please follow the instructions provided on the screen to create your Username; Password and answers to your Security Questions.) Click **Submit**.

Person Address **Security**

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 * Select a Question

Security Answer 1 *

Security Question 2 * Select a Question

Security Answer 2 *

Submit Back Reset Cancel

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.

Upgrade Complete

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

Close

Note: **Your next step will be Linking Your PACER account to your RIB NextGen CM/ECF account on or after the October 4, 2021 Go Live Date.** (See linking instructions on our website <http://www.rib.uscourts.gov/nextgen-cmecf-information>.)