

Posted: July 2, 2018

The U.S. Court of Appeals for the Fifth Circuit is making final preparations to convert to NextGen CM/ECF (NextGen), an updated version of CM/ECF, the national case management and electronic case filing system. Additional information will follow as we get closer to a "go live" date.

NextGen allows public filers to use a single user name and password to access both PACER information and file in NextGen CM/ECF. To prepare for this transition, attorneys must upgrade their current or "legacy" PACER account to an "upgraded" PACER account. We strongly encourage all attorneys that file documents in the Fifth Circuit to upgrade their account as soon as convenient and avoid waiting until the court is live on NextGen. The benefits of an upgraded PACER account include new security features such as self-service login retrieval and a password reset feature.

Many PACER accounts are already upgraded. If either of the following is true, you already have an upgraded PACER account and no further action is required at this time.

- 1) You previously upgraded your PACER account for another NextGen court.
- 2) You created your PACER account after August 10, 2014.

To upgrade a legacy PACER account, go to PACER "Manage My Account" by clicking the following link: <https://pacer.psc.uscourts.gov/pscof/login.jsf>. Instructions are provided below.

If you do not remember your username or password, assistance is available on this page. See the links labeled, "Forgot Your Password?" and "Forgot Username?". After successfully logging into your PACER account you will see the Account Type field. If it shows "Upgraded PACER Account", no further action is required. Otherwise, click the "Upgrade" link and begin the upgrade process.

Once you have upgraded your PACER account, there is nothing further you need to do at this time. You will continue to have separate logins for PACER and CM/ECF and must continue to use your current CM/ECF credentials to file electronically in the Fifth Circuit until we notify you that the move to NextGen is complete.

If you have a question about the upgrade process, please review the Frequently Asked Questions for NextGen CM/ECF at <https://www.pacer.gov/psc/faq.html> or contact the PACER Service Center at 800-676-6856.

# Upgrading Your PACER Account

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<https://pacer.psc.uscourts.gov/pscof/login.jsf>

## 1. Log in with your current PACER username and password.

The screenshot shows the PACER website interface. At the top, there is a navigation bar with 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 on the left, and the 'UNITED STATES COURTS' logo is on the right. Below the navigation bar is a menu with 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. On the left side, there is a 'PACER Links' sidebar with options like '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 a login form. The form has two input fields for 'Username' and 'Password', both marked with a red asterisk. Below the fields are 'Login', 'Clear', and 'Cancel' buttons. There are also links for 'Need an Account?' and 'Forgot Your Password?'. A notice at the bottom of the form states: '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.' The footer of the page includes the 'AO' logo and the text 'Administrative Office of the U.S. Courts Department of Technology Services'.

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 \*

Password \*

Login Clear Cancel

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

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## 2. Click Login.

The screenshot displays 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 tagline "PUBLIC ACCESS TO COURT ELECTRONIC RECORDS". The United States Courts logo is on the right. A navigation bar contains links for HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US, along with an RSS icon.

The main content area is titled "MANAGE MY ACCOUNT" and includes a sidebar with "PACER Links" such as Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The central text instructs users to "Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions."

The login form is titled "Login" and contains the following fields and buttons:

- Username \***: A text input field containing "PS0004".
- Password \***: A password input field with masked characters (dots).
- Login**: A button to submit the credentials.
- Clear**: A button to clear the input fields.
- Cancel**: A button to cancel the login attempt.

Below the form are links for "Need an Account?" and "Forgot Your Password?". A notice at the bottom states: "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."

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

# Upgrading Your Pacer Account

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

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](#)

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

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

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# Upgrading Your Pacer Account

## 4. Then click Update Personal Information.

The screenshot shows the PACER 'MANAGE MY ACCOUNT' interface. At the top, there are navigation links: 'Manage My Account | Manage My Appellate Filer Account | Case Search Sign In'. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are on the left, and 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 'RSS'. On the left, 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 includes a 'Welcome, John Public' message with a 'Logout' button. A table displays account details: Account Number (2617065), Username (PS0004), and PACER Account Balance (\$0.00). To the right is an 'Important News' section. Below this is a tabbed menu with 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Settings' tab is active, and the 'Update Personal Information' link is highlighted with a red box. A tooltip over this link reads: 'Update name, email address, title, and user type.' The URL at the bottom is 'https://cso-pacer.psc.uscourts.gov/pscwf/manage/convert.jsf'. The footer features the 'AO' logo and 'Administrative Office of the U.S. Courts Department of Technology Services'.

# Upgrading Your PACER Account

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5. **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, as well as filing access to courts that have already converted to NextGen.**

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', and 'Case Search Sign In'. The PACER logo and 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS' are 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', and 'CONTACT US'. On the left, 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 includes a 'Welcome, John Public' message with a 'Logout' button. A table shows account details: Account Number (2617065), Username (PS0004), and PACER Account Balance (\$0.00). An 'Important News' section is also present. A prominent yellow box with a red border contains the following text: '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.' Below this, there are tabs for 'Person', 'Address', and 'Security', and a section for '\* Required Information'.

## Upgrading Your PACER Account

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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. Complete any required fields that are not already filled in. Click [Next] to move to the next tab.

The screenshot shows a web form for upgrading a PACER account. At the top, there is a yellow banner with contact information for the PACER Service Center. Below this is a navigation bar with three tabs: 'Person', 'Address', and 'Security'. The 'Person' tab is selected and highlighted with a red box. The form contains several fields, some marked with an asterisk to indicate they are required. The fields and their values are: Prefix (dropdown menu), First Name (John), Middle Name (Q.), Last Name (Public), Generation (dropdown menu), Suffix (dropdown menu), Date of Birth (empty field with a calendar icon), Email (john.q.public@yourdomain.com), Confirm Email (john.q.public@yourdomain.com), User Type (LAW FIRM dropdown menu), and Federal Tax ID (84-0606868). At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'. The footer of the page features the AO logo and the text 'Administrative Office of the U.S. Courts, Department of Technology Services'.

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 \*

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# Upgrading Your PACER Account

## 7. Completing the Security tab information is the final step in upgrading your PACER account.

The screenshot shows the 'Security' tab of a PACER account upgrade 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 \***: 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

At the bottom of the form are four buttons: Submit, Back, Reset, and Cancel.

The footer of the page includes 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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# Upgrading Your PACER Account

**Congratulations! Your account is now upgraded.**

The screenshot shows the PACER website interface. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The main header features the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. A secondary header includes 'Manage My Account | Manage My Appellate Filer Account | Case Search Sign In' and the 'UNITED STATES COURTS' logo. The main content area is titled 'MANAGE MY ACCOUNT' and displays a welcome message for 'John Public' with a 'Logout' button. A central notification box titled 'Upgrade Complete' contains the message: 'Your personal information has been successfully changed and you now have an upgraded PACER account.' Below the notification, there are tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. Under the 'Settings' tab, there are links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. The footer of the page identifies the 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

# Upgrading Your PACER Account

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

Once you have upgraded your PACER account, there is nothing further you need to do at this time. This change does not impact how you log in to the current version of CM/ECF. You must continue to use your separate CM/ECF login and password to file electronically in the Fifth Circuit until we notify you that the conversion to NextGen is complete.

The screenshot displays the PACER 'Manage My Account' interface. At the top, there is a navigation bar with links for 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US', along with an 'RSS' icon. The main content area is titled 'MANAGE MY ACCOUNT' and includes a 'Logout' button. A table shows account details: Account Number (2617065), Username (MyUsername), and PACER Account Balance (\$0.00). Below this, there are tabs for 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Settings' tab is active, showing links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'. The footer identifies the 'Administrative Office of the U.S. Courts' and 'Department of Technology Services'.

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

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UNITED STATES COURTS

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

**PACER Links**

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

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