

UPGRADING YOUR INDIVIDUAL PACER ACCOUNT

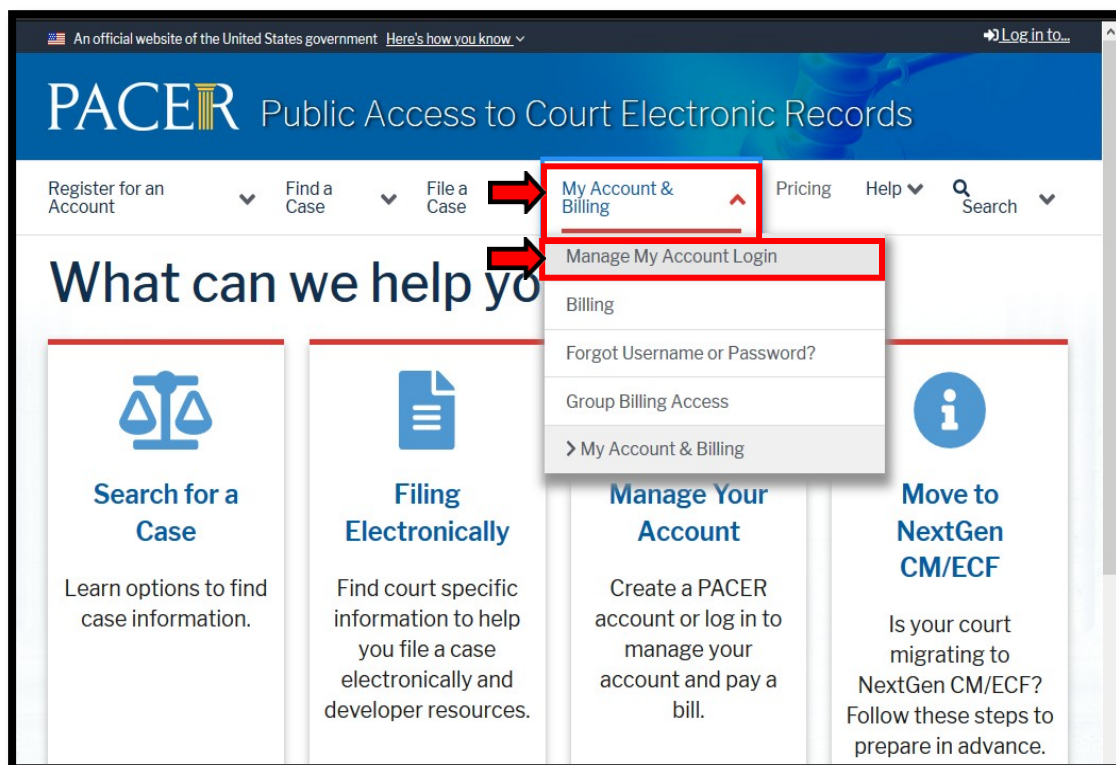
The next generation (NextGen) of CM/ECF provides a new logon module that allows you to use your PACER account to access PACER and any NextGen court in which you are allowed to file.

- 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 following the steps listed below**.
- As Illinois Northern Bankruptcy Court (ILNB) moves to NextGen CM/ECF on **May 24, 2021**, you will *also need to link your existing ILNB CM/ECF e-filing account to your upgraded Individual PACER account on or after the Go Live Date*. (See *Linking your CM/ECF Account to your Upgraded PACER Account (ILNB Bankruptcy Court)*.)

Upgrading 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 already have an upgraded account and do not need to do anything until Go Live Date May 24, 2021. **IF NOT, PROCEED TO STEP 5 TO UPGRADE YOUR ACCOUNT.**

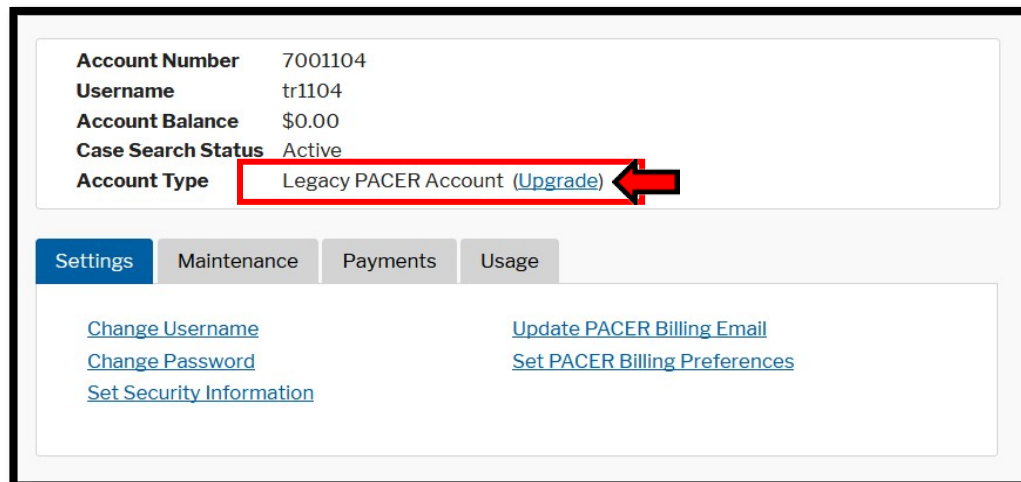
Account Number	7041039
Username	maggiemark
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

[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**. To upgrade, click the **Upgrade** link.



Account Number 7001104
Username tr1104
Account Balance \$0.00
Case Search Status Active
Account Type Legacy PACER Account ([Upgrade](#))

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Note: If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and no action is required until **May 24, 2021**.

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**.

The screenshot shows the 'Person' tab of the PACER Account Upgrade form. The form is divided into three tabs: 'Person', 'Address', and 'Security'. The 'Person' tab is active. The form contains the following fields:

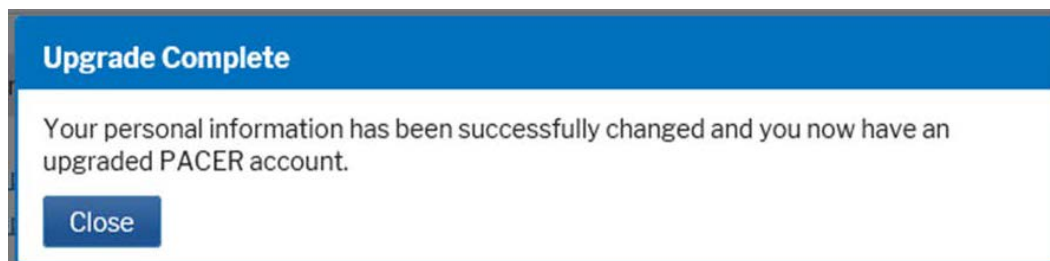
- Prefix:** Select Prefix (dropdown menu)
- First Name *:** John
- Middle Name:** Q.
- Last Name *:** Public
- Generation:** Select Generation (dropdown menu)
- Suffix:** Select Suffix (dropdown menu)
- Date of Birth *:** (calendar icon) - A red arrow points to this field.
- Email *:** john.q.public@yourdomain.com
- Confirm Email *:** john.q.public@yourdomain.com
- User Type *:** INDIVIDUAL (dropdown menu) - A red arrow points to this field.

At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.

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

- **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**.

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.



Note: **Your next step will be Linking Your PACER account with your ILNB CM/ECF account on our Go Live date of May 24, 2021.** (See linking instructions on our website <https://www.ilnb.uscourts.gov/nextgen-information>.)