Upgrade your Current Individual PACER Account

- 1. Navigate to https://pacer.uscourts.gov
- 2. Click on **Log in to...** in the far upper right corner of the page.



3. Click the Manage PACER Account button.

Log in to the federal Judiciary's electronic public access services.		
PACER Log in	Manage PACER A	ccount
	PACER Log in	PACER Log in Manage PACER A

4. Login with your **PACER** username and password.

Login Required Inform	ation
Username *	
Password *	
Need an Acco	Login Clear Cancel punt? Forgot Your Password? Forgot Username?
NOTICE: This is a r Unauthor Title 18 o logged.	estricted government website for official PACER use only. ized entry is prohibited and subject to prosecution under f the U.S. Code. All activities and access attempts are

5. Click the **Upgrade** link next to the Account Type.

ourt Links	Welcome, John Public	Logout
	Account Number 7001101	Important News
	Username tr1101	
	Case Search Status Active	
	Account Type Legacy PACER Account (Upgra	ccount (Upgrade)
lanage My Account		2
	Change Username Change Password Set Security Information	Update PACER Billing Email Set PACER Preferences
		

- 6. Follow the prompts to update/enter all necessary information in each tab.
 - a. Scroll to the bottom of the drop-down list and select <u>INDIVIDUAL</u> as the User Type. Click Next.
 - Note: US Attorneys should select **Federal Government** as the **User Type**.

Local Government attorneys should select **State** or Local Government as the User Type.

b. Complete the Address section. Click **Next**.



c. Create a NEW username and password at the Security screen. <u>Retain a record of the PACER username and password</u>. Click **Submit**.

> Username must be at least 8 characters (may include letters, numbers, periods, and underscores.) Periods, underscores and capital letters are ignored by PACER and CM/ECF. Example: "PACER.Service.Center" may be displayed as "pacerservicecenter."

Password must be between 8 to 45 characters long and contain at least one lowercase letter, one uppercase letter, and one special character. It cannot contain any parts of your First Name, Last Name, Username or Email address.

- 7. Your PACER Account is now upgraded. A confirmation screen will appear. Note that you will no longer be able to use your old PACER username and password.
- 8. For questions, please contact the clerk's office or PACER at 1-800-676-6856.

Bismarck Clerk's Office 701-530-2300 Fargo Clerk's Office 701-297-7000