

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.



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

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

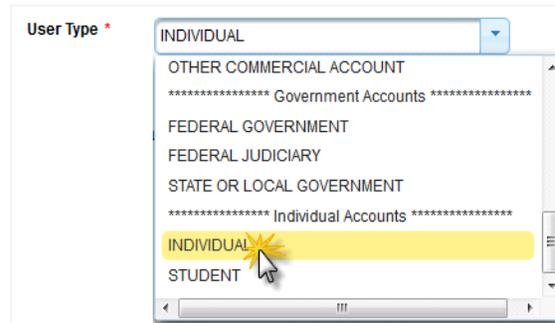
Note: If the Account Type lists **“Upgraded PACER Account”**, there is no need to upgrade. No further action is needed. **Logout!**

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 **INDIVIDUAL** 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. Retain a record of the PACER username and password. 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