



Upgrading your PACER Account

You will need an upgraded PACER account to access and file documents on the CM/ECF system for the United States Court of International Trade. If you have your own PACER account and it was created after August 11, 2014, you do not need to upgrade your PACER account.

To determine what type of PACER account you have, follow the steps below:

1. Go to the PACER site at <https://www.pacer.gov> and Click on the Manage My Account link.



2. Enter your PACER Username and Password and click Login.

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.



- On the Manage My Account page, look under Account Type. If your Account Type shows Legacy PACER Account, click the Upgrade link.

MANAGE MY ACCOUNT

Welcome, John Public

Logout

Account Number	1231323
Username	John Public
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account (Upgrade)

NOTE: If your Account Type shows Upgraded PACER Account, you have an upgraded PACER account and do not need to continue.

- On the Person tab, complete all the required information. Click Next.

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded 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.

Person Address Security

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

Date of Birth *

Email *

Confirm Email *

User Type *

[Next](#) [Reset](#) [Cancel](#)



5. On the Address tab, complete all the required information. Click Next.

Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded 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.

Person **Address** Security

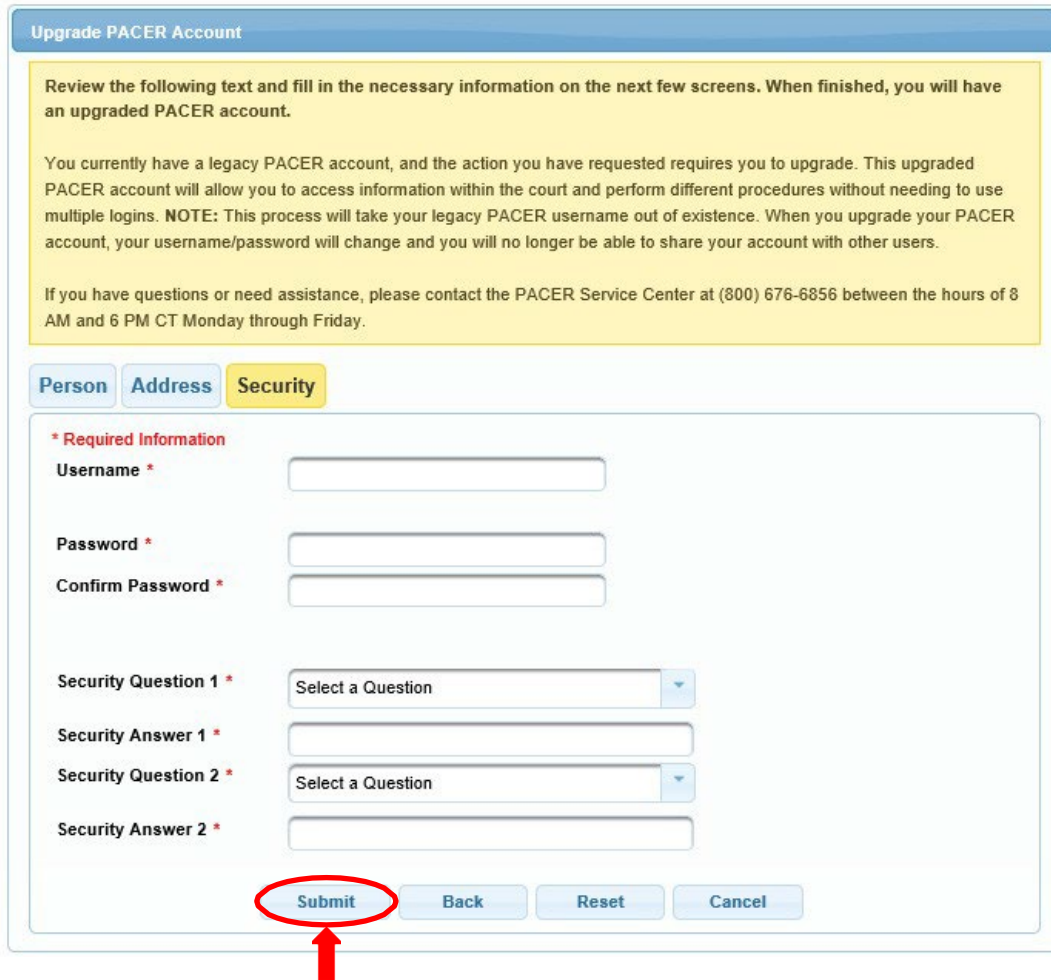
*** Required Information**

Firm/Office	<input type="text" value="Law Offices of John Q. Public"/>
Unit/Department	<input type="text"/>
Address *	<input type="text" value="123 Any Street"/> <input type="text"/> <input type="text"/>
Room/Suite	<input type="text"/>
City *	<input type="text" value="Your Town"/>
State *	<input type="text" value="New York"/>
County *	<input type="text" value="NEW YORK"/>
Zip/Postal Code *	<input type="text" value="10022"/>
Country *	<input type="text" value="United States of America"/>
Primary Phone *	<input type="text" value="555-555-3232"/>
Alternate Phone	<input type="text"/>
Text Phone	<input type="text"/>
Fax Number	<input type="text"/>

Next Back Reset Cancel



- On the Security tab, complete all the required information. Click Submit.



Upgrade PACER Account

Review the following text and fill in the necessary information on the next few screens. When finished, you will have an upgraded 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.

Person **Address** **Security**

*** Required Information**

Username *

Password *

Confirm Password *

Security Question 1 *

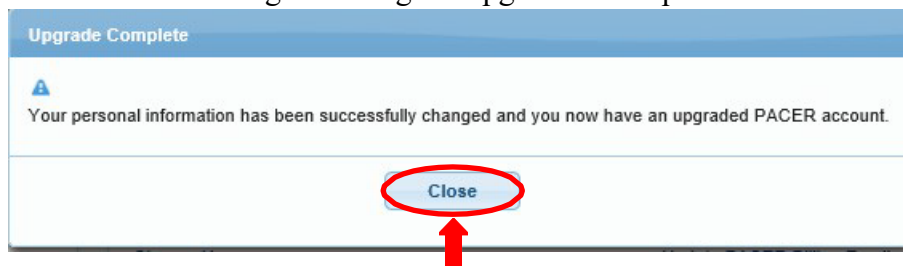
Security Answer 1 *

Security Question 2 *


Security Answer 2 *

Submit **Back** **Reset** **Cancel**

- You will receive a message showing the upgrade is complete. Click Close.



Upgrade Complete

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

Close

For assistance with upgrading your PACER account, please contact the PACER Service Center at 800-676-6856.