United States District Court
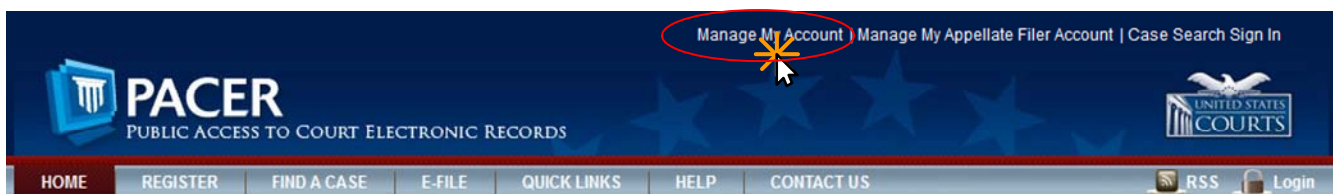
Southern District of West Virginia

UPGRADING A LEGACY PACER ACCOUNT

NextGen CM/ECF requires an upgraded PACER account.

STEP 1 Go to the PACER Service Center (PSC) site at **https://www.pacer.gov** Click on the **Manage My Account** link.

STEP 2 Enter your PACER **Username** and **Password.** Click **Login**.

STEP 3 On the Manage My Account page, look under Account Type. If your Account Type is *Legacy PACER Account*, click the Upgrade link.

MANAGE MY ACCOUNT

Welcome, John Public

Logout

Account Number	7000214
Username	TR0214
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.

STEP 4 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	Select Prefix
First Name *	John
Middle Name	Q.
Last Name *	Public
Generation	Select Generation
Suffix	Select Suffix
Date of Birth *	
Email *	john.q.public@yourdomain.com
Confirm Email *	john.q.public@yourdomain.com
User Type *	Select User Type

Next | Reset | Cancel

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

STEP 6 On the *Security* tab, complete all the required information. Click **Submit.**

STEP 7 You will receive a box showing the upgrade is complete. Click **Close.**