

Upgrade Current PACER Account

United States District Court, District of New Mexico



The instructions below will provide you with the steps required to upgrade your individual PACER account in order to properly login to a NextGen CM/ECF court system. Individual PACER accounts created prior to **August 11, 2014** must be upgraded.

1. Navigate to <https://pacer.uscourts.gov>. Note: This can also be accessed through CM/ECF by clicking on **Utilities > Manage your PACER Account**.
2. To access your account you can click on the **Log in** link at the very top right hand corner, **My Account & Billing** or the **Manage Your Account Link**.



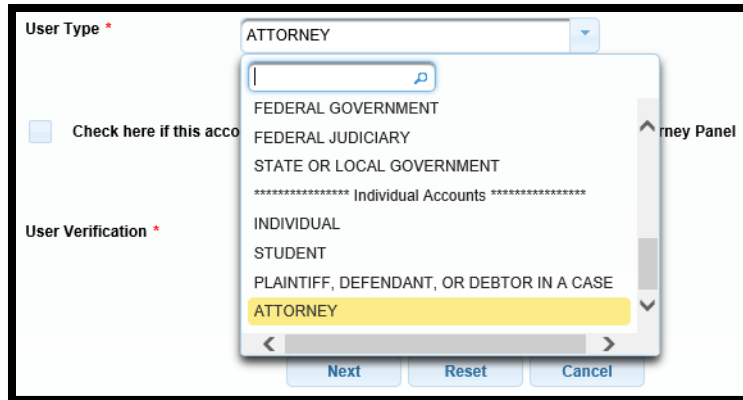
3. Select **Manage My Account** and enter your PACER username and password.
4. Click the **Upgrade link** next to the Account Type.

Please Note:

If the Account Type notes “**Upgraded PACER Account**”, there is no need to upgrade.

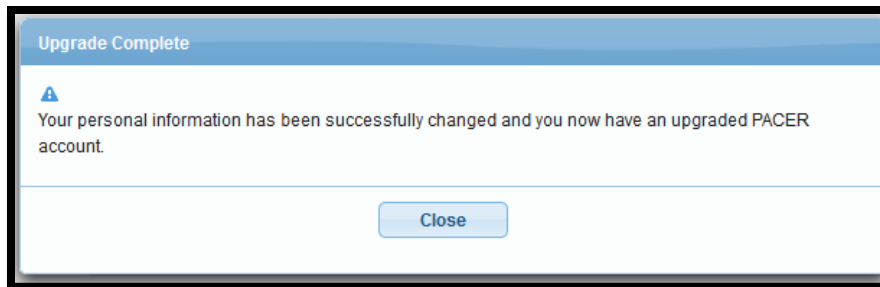


5. Follow prompts to update/enter all necessary information in each tab.
- If you are an attorney, select **ATTORNEY** as your user type. Click **Next**.



- Complete the Address section. Click **Next**.
- Create a NEW username and password at the Security screen. Click **Submit**.

6. **Your PACER Account is now upgraded.** The following confirmation screen will appear. *Note: You will no longer be able to use your old PACER username and password.*



For questions, **please contact PACER at 1-800-676-6856.**