

### Registering and /or Upgrading:

- All current public filers must upgrade their PACER accounts to file in a NextGen court.
- Upgrading a PACER account requires additional information for the new security features:
  - Valid email address
  - Date of birth
  - Security questions and answers
  - Minimum 8-character password
- Upgrading a PACER account is done on the PACER site under **Manage My Account**.
- To start the one-time upgrade process, click the (Upgrade) link.
- Upgraded accounts provide a variety of self-help tools such as Changing User name, password, and security information.
- PACER notifies the filer of the registration status via email. The contact information in the email is configured by the court.
- New PACER accounts will automatically be upgraded accounts.
- Users sometimes enter + in their email address when registering to create multiple accounts with the same email address. PSC will put these requests on a **Review Registration Hold**. For example, abcde+1@yahoo.com is a match for abcde@yahoo.com.
- If two personal items (Name, birthdate, email) match another account, while registering, the user will see "an account may already exist" message with the option to click on a continue button.
- If three personal items (Name, birthdate, email) match another account, the PACER registration request will be put on an inactive **Case Search Status** and can affect the user's ability to access the court.