

Update Your Legacy CM/ECF Account

1. First, you will need an individual **PACER-Case Search Only** account:
 - a. If the PACER account you use to view documents is shared with other e-filers in your office, go to www.pacer.gov and register for a new **PACER - Case Search Only** account, then proceed to step 2.
 - b. If the PACER account you use to view documents is not shared with other e-filers in your office, login to [Manage My Account](#) in PACER. If you have forgotten your username and/or password, there are links available on the login screen for retrieving your credentials. If you are a CJA attorney, use the credentials for your non-exempt PACER account. Once you have successfully logged in, the type of account you have will be indicated in the *Account Type* field. If you have an upgraded PACER account, go to step 2. If you have a legacy PACER account, click the **Upgrade** link and follow the prompts to upgrade your account, then proceed to step 2.
2. Make sure you are completely logged out of PACER and close your browser. Open a new browser, go to www.ca1.uscourts.gov and select the **E-Filing (CM/ECF)** button. Login to the CM/ECF document filing system for the U.S. Court of Appeals using the credentials for your individual **PACER-Case Search Only** account.
3. Click **Link My Filer Account to My PACER Account**, enter your legacy appellate CM/ECF credentials and click **Submit**.
4. If the linking process was successful, you will see the new NextGen landing page. From this point forward, use your PACER account credentials to login to file and/or view case information. If the linking process failed, make sure your username is all lowercase and try again, or contact the PACER Service Center at (800) 676-6856.
5. If you are on the CJA panel, contact the PACER Service Center at pacer@psc.uscourts.gov and request to have your CJA privileges added to your upgraded PACER account. Your email should include the following:
 - Your name and the district or circuit in which you have been appointed to the CJA panel.
 - The username and account number for your upgraded PACER account. You can find the account number by logging in to [Manage My Account](#) in PACER.
 - The username and account number for your PACER-exempt account. You can find the account number by logging in to [Manage My Account](#) in PACER.

Once CJA privileges have been added to your upgraded PACER account, the PSC will cancel your PACER-exempt account and provide you with instructions for switching between exempt and non-exempt status using your upgraded PACER account.