



## PENNSYLVANIA WESTERN DISTRICT - GO LIVE 5/26/2020



### INSTRUCTIONS TO CHECK THE STATUS OF YOUR PACER ACCOUNT

1. Go to PACER: [www.pacer.gov](http://www.pacer.gov)

2. Click on **Manage My Account**.



3. Enter your username and password.

## 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.

4. As soon as you login you will see whether you have an upgraded PACER account or a legacy PACER account.

## MANAGE MY ACCOUNT

Welcome, Elizabeth Evans

**Logout**

Account Number	7030305
Username	eevansattytest
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

## UPGRADING YOUR PACER ACCOUNT

The next generation (NextGen) of CM/ECF provides a new logon module that allows you to use your PACER account to access PACER and any NextGen court in which you are allowed to file. To activate this feature, you must have an upgraded PACER account. If your PACER account was created prior to August 2014, you must upgrade it following the steps listed below. As courts move to NextGen CM/ECF, you will also need to link any existing CM/ECF e-filing accounts in these courts to your upgraded PACER account (see *Linking Your CM/ECF Account to Your Upgraded PACER Account* for instructions).

### Upgrading Your PACER Account

**STEP 1** Go to [www.pacer.gov](http://www.pacer.gov).

**STEP 2** Click **Manage My Account** at the top of the page.



**STEP 3** Log on with your PACER user name and password.

## 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?](#)

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**STEP 4** Your account type will be listed as **Legacy PACER Account**. Click the **Upgrade** link.

[HOME](#) | [REGISTER](#) | [FIND A CASE](#) | [E-FILE](#) | [QUICK LINKS](#) | [HELP](#) | [CONTACT US](#) [RSS](#)

**PACER Links**  
[Court Links](#)  
[Search PACER Case Locator](#)  
[Announcements](#)  
[Frequently Asked Questions](#)  
[Resources](#)  
[Manage My Account](#)

### MANAGE MY ACCOUNT

Welcome, John Public [Logout](#)

Account Number	7001101
Username	tr1101
Account Balance	\$0.00
Case Search Status	Active
Account Type	Legacy PACER Account <a href="#">(Upgrade)</a>

[Settings](#) | [Maintenance](#) | [Payments](#) | [Usage](#)

[Change Username](#) | [Update PACER Billing Email](#)  
[Change Password](#) | [Set PACER Preferences](#)  
[Set Security Information](#)

If your account type is listed as **Upgraded PACER Account**, you already have an upgraded account and no action is required.

**STEP 5** You are directed to the Upgrade PACER Account page. Verify your personal information and update/enter all required information in each tab (**Person**, **Address**, and **Security**).

**Person Tab:** Enter your date of birth, and then from the **User Type** list, select a user type, if one was not previously selected. Select the user type that best describes the individual or organization associated with this account. The user type information is used for statistical purposes.

For example, if this is a personal account, select **INDIVIDUAL** from the **User Type** list. If you are an attorney, select **ATTORNEY**. Click **Next**.

The screenshot shows the 'Person' tab of the PACER Account Upgrade form. The form has three tabs: 'Person' (active), 'Address', and 'Security'. Below the tabs, there is a section for 'Required Information' with the following fields: 'Prefix' (dropdown menu), 'First Name' (text input with 'John'), 'Middle Name' (text input), 'Last Name' (text input with 'Public'), 'Generation' (dropdown menu), 'Suffix' (dropdown menu), 'Date of Birth' (text input with a calendar icon, highlighted with a red border), 'Email' (text input with 'johnpublic@gmail.com'), 'Confirm Email' (text input with 'johnpublic@gmail.com'), and 'User Type' (dropdown menu with 'INDIVIDUAL', highlighted with a red border). At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.

**Address Tab:** To complete the address information, from the **County** list, select your county.

Click **Next**.

Person Address **Security**

\* Required Information

Firm/Office

Unit/Department

Address \*

Room/Suite

City \*

State \*

County \*

Zip/Postal Code \*

Country \*

Primary Phone \*

Alternate Phone

Text Phone

Fax Number

Next Back Reset Cancel

**Security Tab:** Create a new user name, password, and security questions.  
Click **Submit**.

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

**STEP 6** Your PACER account is now upgraded. A dialog box displays confirming the upgrade was successful. **NOTE:** You are no longer able to use your old PACER user name and password.

**For additional assistance, please contact the PACER Service Center at 1-800-676-6856.**

## LINKING YOUR CM/ECF ACCOUNT TO YOUR UPGRADED PACER ACCOUNT

When PA-W goes live on NextGen CM/ECF, you must link your existing CM/ECF account to your upgraded PACER account to access the filing system. You must have an upgraded PACER account.

If your PACER account was created prior to August 2014, you must first upgrade your account (see *Upgrading Your PACER Account* for instructions).

Linking is a one-time process that can be completed only the court is live on NextGen CM/ECF.

### Linking Your Account

**STEP 1** Go to the court's CM/ECF site (e.g., <https://www.pawd.uscourts.gov>). Click the **Document Filing System** link.



Welcome to the U.S. District Court for the Western District of Pennsylvania

[Document Filing System, NG-1.3.4 \[TEST Area\]](#)

**STEP 2** Log on with your individual upgraded **PACER** user name and password. **Do not log on using a shared firm PACER account.**

**PACER LOGIN**

Your browser must be set to accept cookies in order to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

Login

\* Required Information

**Username \***

**Password \***

**Client Code**

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot User Name?](#)

NOTICE: This is a restricted government web site 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.

**Step 3** Click **Utilities** then click the **Link a CM/ECF account to my PACER account** link.

**NOTE:** If you do not see the **Link a CM/ECF account to my PACER account** link on the Utilities page, it will more than likely be on the NextGen Release 1.1 Menu Items page. To visit this page, click the **NextGen Release 1.1 Menu Items** link on the Utilities page.

**STEP 4** Enter your current CM/ECF credentials in the **CM/ECF login** and **CM/ECF password** fields. Click **Submit**.



CM/ECF Query Reports Utilities Help Log Out

### Link a CM/ECF account to my PACER account

This utility links your PACER account with your e-filer account in this court.

If you use CM/ECF for PACER only, no action is necessary.

If you had a CM/ECF e-filing account in this court before the court converted to NextGen CM/ECF, enter your old CM/ECF login and password below and press Submit. You will be prompted to confirm that you want to link your PACER account to your old CM/ECF e-filing account. Press Submit to link the accounts (or go back if the names don't match).

CM/ECF login:

CM/ECF password:

[Forgot login/password](#)  
[More about Upgraded PACER account](#)

**STEP 5** Verify that the CM/ECF account and PACER account listed are accurate. If so, click **Submit**.

### Link a CM/ECF account to my PACER account

Do you want to link these accounts?

CM/ECF	<b>John Attorney</b>
PACER	<b>John Attorney</b>

After you submit this screen, your old e-filing credentials for the CM/ECF account will be permanently linked to your upgraded PACER account. Use your upgraded PACER account to e-file in this court.

**NOTE:** Make sure you are linking to your individual PACER account.

**STEP 6** You have successfully linked your account. You will now use only your PACER account to access both PACER and CM/ECF for this court. Press **F5** to refresh the screen and view the Civil and Criminal menu items for filing.

## Activating CJA Privileges

The next generation (NextGen) of CM/ECF provides a new toggle feature that allows you to switch from non-exempt to exempt status when performing CJA-related work, which is exempt from PACER fees. This feature is available only if you have been appointed as a CJA attorney. If your PACER account was created prior to August 2014, you must upgrade it (see *Upgrading Your PACER Account* for instructions), if you have not already done so.

Below are instructions for activating CJA privileges if you are (1) an existing CJA attorney with a PACER exempt account in a NextGen court; (2) a newly appointed CJA attorney with an existing PACER account.

### Existing CJA Attorney with a PACER-Exempt Account

**STEP 1** Contact the PACER Service Center (PSC) at (800) 676-6856 or email them at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) to request that CJA privileges be added to your upgraded PACER account. You must provide:

- a. Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to **Manage My Account** at [www.pacer.gov](http://www.pacer.gov).

**MANAGE MY ACCOUNT**

Welcome, Nextgen User Logout

Account Number	1234567
Username	nextgenuser8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

- b. The district in which you have been appointed as a CJA attorney.

- c. Your PACER-exempt account information, which includes your user name and account number. You can find this information by logging on to **Manage My Account** at [www.pacer.gov](http://www.pacer.gov).

**Note:** Once CJA privileges are activated on your upgraded PACER account, your PACER-exempt account will be canceled.

**STEP 2** The PSC will send you an email with instructions on how to proceed.

### Newly Appointed CJA Attorney with an Existing PACER Account

**STEP 1** Contact the PSC at (800) 676-6856 or email them at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) to request that CJA privileges be added to your upgraded PACER account. You must provide:

- a. Your name, user name, and the account number of your upgraded PACER account. You can find this information by logging on to **Manage My Account** at [www.pacer.gov](http://www.pacer.gov).
- b. The district in which you have been appointed as a CJA attorney.

**MANAGE MY ACCOUNT**

Welcome, Nextgen User

Logout

Account Number	1234567
Username	nextgenuser8
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

**STEP 2** The PSC will send you an email with the CJA acknowledgement and instructions for exempt usage.

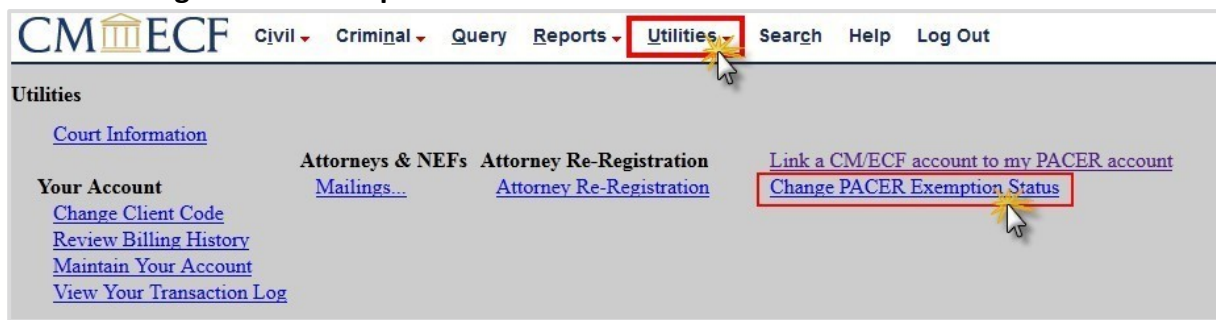
**STEP 3** Reply to the email acknowledging that you accept and understand the terms of use. **CJA privileges will not be activated until you acknowledge the terms of use.**

- STEP 4** Upon receipt of your acknowledgment, CJA privileges will be activated and you will be able to use the **Change PACER Exemption Status** toggle in NextGen courts and “x-” prefix in CurrentGen courts.

## Change PACER Exemption Status

When viewing documents or docket sheets in a case in which you are appointed, change your PACER Exemption Status. Each time you log into NextGen ECF your status will default to **Not Exempt**. For additional information view [PACER'S Electronic Learning Modules](#).

1. Log into **NextGen ECF**
2. Click on **Utilities**
3. Select **Change PACER Exemption Status**



4. Select **CJA** and then **Submit**.

**\*\*Note that the change to exempt is only good for the current session. The status will need to be changed each time you log in acting in your CJA capacity. \*\***


A screenshot of the 'Change PACER Exemption Status' form. The form title is 'Change PACER Exemption Status'. Below the title, it says 'Current PACER Exemption Status: Not Exempt'. Then it asks 'Change PACER status to:' and provides three radio button options: 'Not Exempt', 'CJA', and 'Court Order'. The 'CJA' option is selected and highlighted with a red box. At the bottom left of the form, there are two buttons: 'Submit' and 'Clear'. The 'Submit' button is highlighted with a red arrow.

5. While using the Query option you can **toggle between exempt and not exempt** by clicking on the link at the bottom of the page.

**Query**

**WARNING:** Search results from this screen are NOT subject to PACER charges. Please be as specific as possible with your search.

**Search Clues** Mobile Query

Case Number: 2:09-cr-20025 

**or search by**

Case Status: ☐ Open ☐ Closed ☐ All

Filed Date:  to

Last Entry Date:  to

Nature of Suit:   
0 (zero)   
110 (Insurance)   
120 (Contract: Marine)

Cause of Action:   
0 (No cause code entered)   
00:0000 (00:0000 Cause Code Unknown)   
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name:  ☐ Exact matches only

First Name:  Middle Name:

Type:

**PACER fee: Exempt CJA [Change](#)**

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6. For additional information view [PACER'S Electronic Learning Modules](#)
7. If you are appointed as a CJA attorney in another federal court, there are special instructions for using your PACER account in a non-NextGen court. View [PACER'S Electronic Learning Modules](#) contact PSC by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) or by phone at 800-676-6856.

## NEXT GEN SELF HELP

### 1. Do You Have an Individual PACER Account?

Step 1 on our [NextGen page](#)

<b>Yes.</b>	Proceed to Question #2.
<b>Our firm has a PACER account, but it is no longer working.</b>	<p>Perhaps someone else in the firm has upgraded it. If so, you'll need to apply for a new one. Would you like to do so?</p> <p>Yes - See instructions under <b>No</b> directly below.</p> <p>No - Call the PACER Service Center at 800-676-6856. They can help you identify why your account isn't working.</p>
<b>No.</b>	<p>Give these instructions:</p> <ol style="list-style-type: none"><li>1. Go to <a href="http://www.pacer.gov">www.pacer.gov</a>.</li><li>2. Click on Register (top navigation bar).</li><li>3. Click on PACER – Case Search Only.</li><li>4. After you have obtained a PACER account, you will need to link it to your CM/ECF account on or after May 26, 2020.</li></ol> <p>Proceed to Question #3.</p>

### 2. Is Your Individual PACER Account Upgraded? Step 2 on our [NextGen page](#)

I don't know.	<p>Ask: <b>Does it have 2 letters plus 4 numbers? Yes.</b> It is not upgraded. Give instructions under <b>No</b> directly below.</p> <p><b>No.</b> Verify that it has at least 8 characters. Also advise the caller that if s/he logs into PACER and clicks on Manage My Account, it will indicate if legacy or upgraded.</p> <p>Proceed to ask Question #3.</p>
No.	<p>Give these instructions:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://www.pacer.gov">www.pacer.gov</a>.</li> <li>2. Click on <b>Manage My Account</b> (top of screen).</li> <li>3. Log in.</li> <li>4. Click the <b>Upgrade</b> link to the right of <b>Account Type</b>.</li> </ol> <p>Proceed to Question #3.</p>
Yes.	Proceed to Question #3.

### 3. Do you know your ECF login/password?

Step 3 on our [NextGen page](#)

Yes.	Proceed to Question #4.
No.	<p>Prior to Friday, May 22, 2020</p> <p>If you forgot your password, you can recover it by clicking the <i>Change Password</i> at court's website <a href="#">Resend my CM/ECF login</a>.</p> <p>After Friday, May 22, 2020</p>

	<p>If you know your CM/ECF login, but not your password, contact the Clerk's office at (412) 208-7500.</p> <p>If you do not know your CM/ECF login, you must re-register at <a href="http://www.pacer.gov">www.pacer.gov</a>.</p>
I don't have an ECF account. I'm trying to get one.	Prior to May 22, 2020
	<ol style="list-style-type: none"> <li>1. Go to the Attorney menu on the court's website <a href="http://www.pawd.uscourts.gov">www.pawd.uscourts.gov</a></li> <li>2. Click on CM/ECF Request User Account</li> <li>3. Complete the on-line registration form.</li> </ol>
	After May 22, 2020
	<ol style="list-style-type: none"> <li>1. Go to <a href="http://pacer.gov">pacer.gov</a></li> <li>2. Click on the registration wizard.</li> </ol>

**4. After May, 22, 2020 Do You Know How to Link Your PACER Account to Your ECF Account? Click on "AFTER May 26, 2020" on our [NextGen page](#)**

Yes.	Great! Once you have linked your PACER Account you should be able to log into CM/ECF using your PACER credentials. No additional actions are necessary if get in with your PACER credentials.
No.	The instructions are on our website at <a href="http://www.pawd.uscourts.gov/nextgen-information">www.pawd.uscourts.gov/nextgen-information</a> Step 4.



## FAQs

**Q.** How do I store credit card information in PACER to pay filing fees?

**A.** Go to [www.pacer.gov](http://www.pacer.gov).

Click on **Manage My Account** (top of page).

Log in.

Go to the **Payments** tab.

Click on **Manage My Stored Payment Information**.

**Q.** Problems with PACER Billing Account

**A.** Contact the PACER Service Center: 800-676-6856.

**Q.** I have linked and received a message that it is linked, but my menus are still limited to **Reports, Utilities, Search, Help, and Logout**. I don't have the filing selections of Criminal and Civil.

**A.** Try clicking any selection on the menu bar [except Logout]. All selections should then appear. If the menus do not display, try to refresh the page.  
If the menus still do not display, try shutting down the browser and logging back in.  
If the menus still don't display, clear cookies, cache and history then shut down the browser again.

**Q.** Will I have to do this linking process for PAWD every time I login?

**A.** No, it is a one-time thing.

**Q.** Do I need to remember my ECF login and password after I have linked with PACER?

**A.** No, PACER is now your login and password for all NextGen courts where you are registered to e-file. You will continue to use an ECF login and password for any courts which have not gone live on NextGen.

Q. Problems with functionality (can't upload order, view a document, etc.)

A. You may need to try another browser. NextGen works best with Firefox.

Q. My address and/or email have changed, how do I update?

A. Go to [www.pacer.gov](http://www.pacer.gov).

Click on **Manage My Account** (top of page).

Log in.

Go to the **Maintenance tab**.

Click on the appropriate link: **Update Personal Information, Update Address Information and/or Update E-Filer Email Noticing and Frequency**. (The court will automatically receive the change and make the update).

Q. My firm has (or needs a centrally billed account) How do we set this up?

A. Go to [https://www.pacer.gov/reg\\_firm.html](https://www.pacer.gov/reg_firm.html).

Q. I am on the CJA Panel, how do I setup exemption on my PACER Account and enable PACER Exemption when querying cases?

A. See question “**I am a CJA Attorney. What do I do?**” At [www.pawd.uscourts.gov/nextgen-information](http://www.pawd.uscourts.gov/nextgen-information) . Once you have linked your upgraded non-CJA PACER Account with your CM/ECF account follow these instructions to have PACER flag your account with CJA permissions to use the new change PACER exemption status toggle NextGen CM/ECF.