



# United States District Court Eastern District of Washington

## Upgrading Your PACER Account

The U.S. District Court for the Eastern District of Washington is beginning to upgrade to the Next Generation of CM/ECF (NextGen CM/ECF).

A great benefit of NextGen CM/ECF will be using just **one** username and password to file in **all** federal courts.

If you have an e-filing account in the Eastern District of Washington, **we recommend you complete the steps below now** in order to be prepared to e-file once we upgrade to NextGen CM/ECF.

### Questions:

Contact PACER  
Service Center  
1-800-676-6856

Or

CM/ECF Help Desk  
1-866-236-5100

1. You must have an individual, upgraded PACER account.
  - a. If you have an individual PACER account, it must be upgraded. View instructions to upgrade [here](#).
  - b. If your office has a shared PACER account, each person who e-files must register for a new individual PACER account. To sign up for a new PACER account, view instructions [here](#). Your office's shared PACER account will continue to work, but each e-filer will need an individual PACER account.

Once we go live with NextGen CM/ECF you will be required to link your new upgraded PACER account to your Eastern District of Washington e-filing account. You will receive further instructions at that time.

