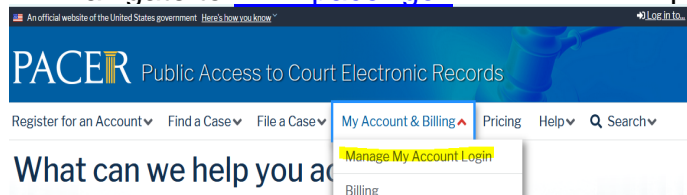


Maintaining Your Individual Upgraded PACER Account Information

All ECF related account information other than secondary email addresses, are maintained through your PACER account. **It is the attorney's responsibility to keep account information up to date.**

Updating Address Information

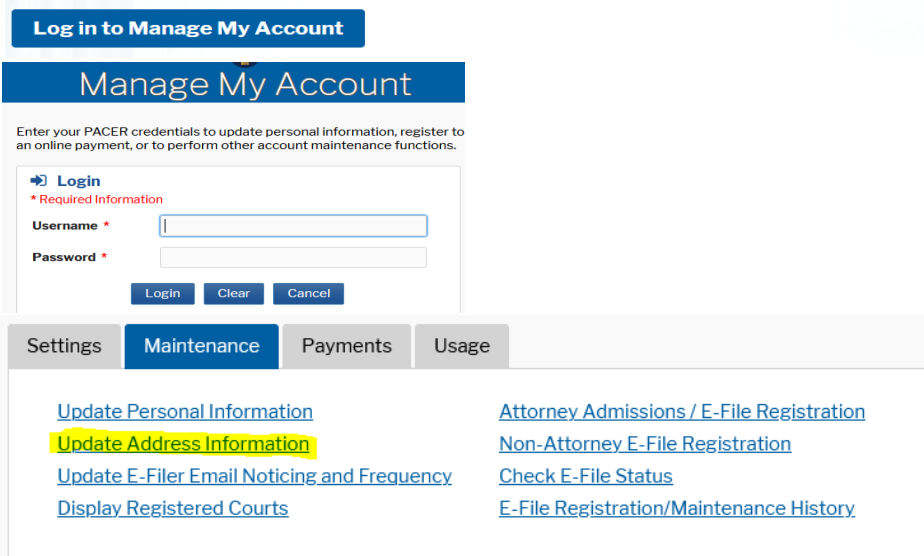
1. Navigate to www.pacer.gov. Select the drop-down menu under My Account & Billing



2. Log in to Manage My Account

Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.



3. Use the text fields to **update the necessary information**. List a reason for the update and to which cases you would like to apply the updated information

Reason for update

Check here if this address update applies to the entire firm.

Apply update to

NOTE: The court makes the final determination regarding which case(s) an address update is applied to.

4. Check the boxes noting to which records/courts you would like to apply the updates.

Apply Updates to Selected Courts

PACER Billing

123 Anywhere Lane
Virginia Beach, VA 23452
Phone: 757-867-5309

U.S. District Courts

Virginia Eastern District Court
123 Anywhere Lane
Virginia Beach, VA 23452
Phone: 757-867-5309

Submit Reset Cancel

Updating Primary Email Information

The primary email address is updated through PACER.

1. Click on the Maintenance tab
2. Select Update E-Filer Noticing and Frequency

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Update E-Filer Email Noticing and Frequency](#) [Check E-File Status](#)

[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

5. **Check the box** to apply your changes to the Virginia Eastern District Court.

6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

Apply Updates to Selected Courts

U.S. District Courts

Virginia Eastern District Court
Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)
Email primaryemail@gmail.com
Email Frequency At The Time of Filing (One Email per Filing)
Email Format HTML
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

*** Required Information**

Primary Email *

Confirm Email *

Email Frequency *

Email Format *

Submit Reset Cancel

Updating/Adding Secondary Email Addresses in CM/ECF

These updates need to be done via CM/ECF. As noted, the only CM/ECF account update that is not completed via your PACER account is the updating or addition of secondary emails so that your designated back-ups can receive your CM/ECF NEFs if preferred. Here are the steps for doing that.

1. Select the Utilities menu in CM/ECF
2. Click on Maintain Your Email



3. Click **Email information** at the bottom of the screen.

A screenshot of a user information form. Fields include 'Bar Membership ID', 'Bar Membership Status', 'Primary Phone', 'Alternate Phone', 'Initials', 'SSN', 'CJA Status' (a dropdown menu), 'Fax', 'Text Phone', 'DOB', 'Drivers License Number', and 'Drivers License State'. Below these fields is a section titled 'Attorney Admissions Documents' with a table for 'Document' and 'Description'. At the bottom, there are two buttons: 'Email information...' (highlighted with a red box and a red arrow) and 'More user information...'.


4. Click **add new e-mail address** under **Secondary e-mail addresses**.

A screenshot of the 'Registered e-mail addresses' section. It shows a 'Primary e-mail address:' field with the value 'testuser@testuser.com'. Below it, under 'Secondary e-mail addresses:', there is a link 'add new e-mail address' which is highlighted with a red box. At the bottom, there are two buttons: 'Return to Person Information Screen' and 'Clear'.

5. Enter the secondary email address and change the configuration options if desired.

Option	Description
Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs)—this is not recommended.
How should notices be sent to this e-mail address?	<u>Per Filing</u> : Email sent for each individual filing <u>Summary Report</u> : One daily email listing all transactions for that day, sent on the following day NOTE: If the Summary Report is selected, an additional prompt appears, “Should this e-mail address receive a ‘no activity’ notice when no summary noticing occurs?” Yes: an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices No: no email will be sent unless there were filings
In what format should notices be sent to this e-mail address?	Controls the format of the emails—HTML is generally preferred.
Should this e-mail address receive general announcement notices from this court?	The court prefers that users select Yes so that they will receive email notifications regarding important ECF system information such as down-time and upgrades.

6. To **remove a secondary email address**, click on the address on the left and delete it in the text box on the right.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: testuser@testuser.com</p> <p>Secondary e-mail addresses: attorneystaff@test.com  Click add new e-mail address</p> <p><input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/></p>	<p><input type="text" value="attorneystaff@test.com"/>  Delete</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> P</p>

7. After all changes have been made, click **Return to Person Information Screen**. **DO NOT** use the **Back** button in your browser- information will not be saved if you click **Back**.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: testuser@testuser.com</p> <p>Secondary e-mail addresses: attorneystaff@test.com add new e-mail address</p> <p>Return to Person Information Screen <input type="button" value="Clear"/></p>	<p><input type="text" value="attorneystaff@test.com"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> P</p>

8. You will return to the main account maintenance screen. Click **Submit** to save changes. A confirmation screen will appear.

Office	Test Firm
Unit	
Address 1	
Address 2	
Address 3	
City	State
Country	County
Firm	
Bar Membership ID	
Bar Membership Status	CJA Status
Primary Phone	Fax
Alternate Phone	Text Phone
Initials	DOB
SSN	Drivers License Number
Attorney Admissions Documents	
Document	Description
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>
<input checked="" type="button" value="Submit"/>	