

# MAINTAIN YOUR ECF ACCOUNT

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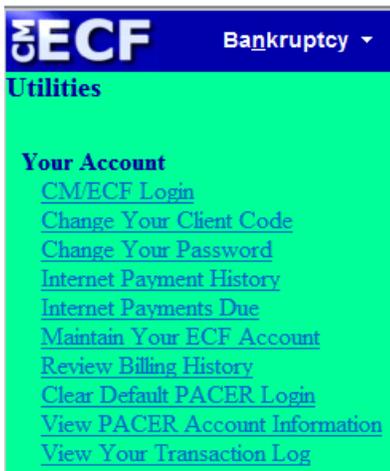
Effective August 27, 2013, electronic filers are responsible for updating their contact information, including their mailing address, phone number, fax number, primary email address, and any secondary email addresses. Also, electronic filers may request to receive notices in cases in which they are not currently participating.

## CHANGE ADDRESS/PHONE/FAX

Login to CM/ECF

Select Utilities on the ECF menu bar

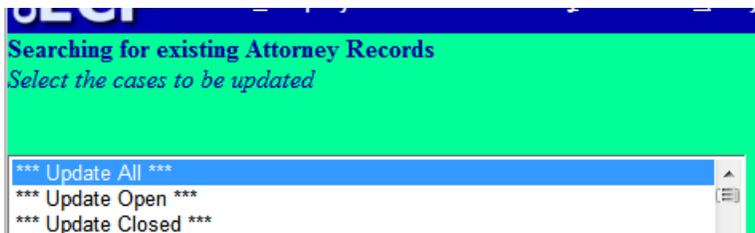
Select Maintain Your ECF Account



Enter your current mailing address, phone number, or fax number.  
Click on Submit.



Searching for existing Party Records for Open and Closed cases. Click on Submit.



Update All is highlighted. Click on Submit.

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## EMAIL ADDRESS

Login to CM/ECF

Select Utilities on the ECF menu bar

Select Maintain Your ECF Account

Click on Email information

**Primary email address.** To change your primary email address, type the updated email address into the "Primary email address" box and then again in the "Reenter primary email address" box.

**Secondary email address.** If you would like notices of electronic filing sent to additional email addresses, type the email addresses into the "Secondary email address" box and then again in the "Reenter secondary email address" box.

Scroll to the bottom of the screen and click on Return to Account screen.

Click on Submit.

## SEND NOTICES IN ADDITIONAL CASES

Login to CM/ECF

Select Utilities on the ECF menu bar

Select Maintain Your ECF Account

Click on Email information

Check the box to the left of "Send notices in these additional cases."

In the text field, type the case number of any additional case.

<input checked="" type="checkbox"/> <b>Send notices in cases in which I am involved</b>	
<input checked="" type="checkbox"/> <b>Send notices in these additional cases</b>	3:1-bk-30114
	5:13-bk-40001

For multiple cases add each case number on a new line.

Scroll to the bottom of the screen and click on Return to Account screen.

Click on Submit.