

## MAINTAIN YOUR ECF ACCOUNT

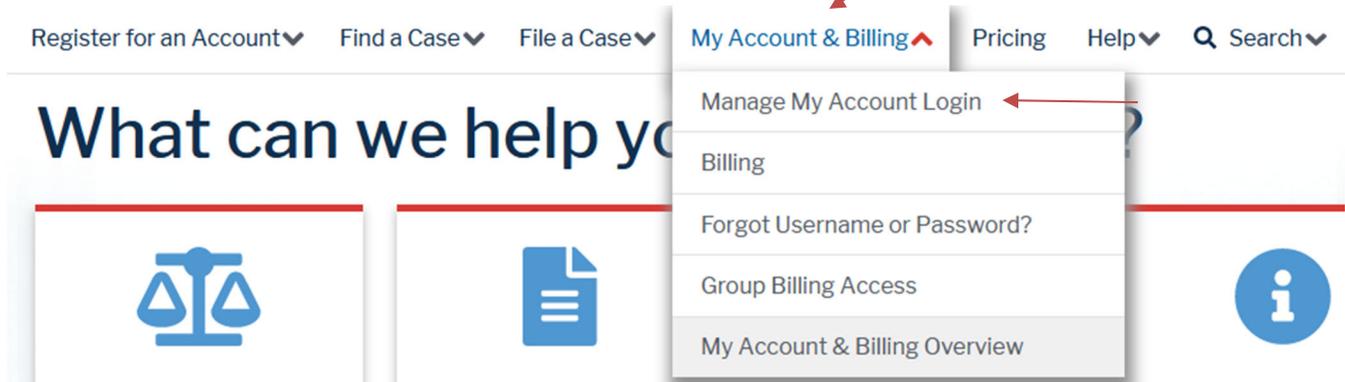
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Electronic filers are responsible for updating their contact information, including their mailing address, phone number, fax number, primary email address, and any secondary email addresses. Also, electronic filers may request to receive notices of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

### CHANGE MAILING ADDRESS, PHONE NUMBER, OR PRIMARY EMAIL ADDRESS

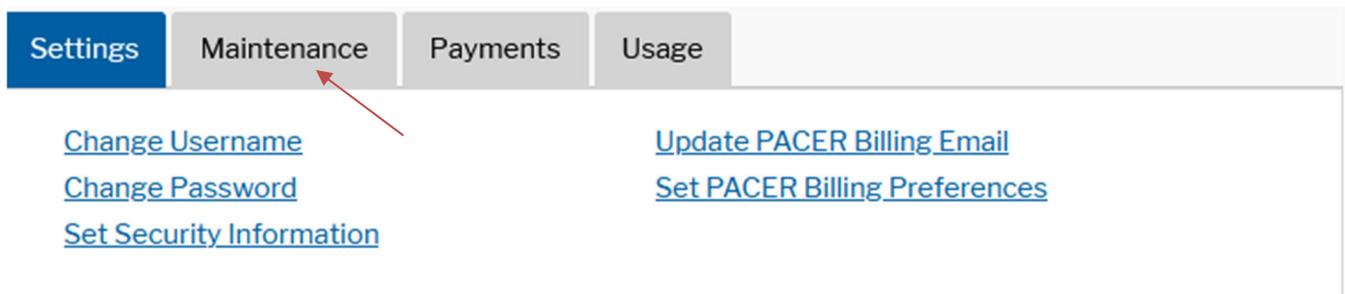
On the PACER home screen ([www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)) select My Account & Billing and then select Manage My Account Login.



Select Log in to Manage My Account and enter your PACER Username and Password and select Login.

**Log in to Manage My Account**

Select the Maintenance tab.



Select one of the following:

- **Update Personal Information** to edit your name.
- **Update Address Information** to edit your address or your phone number.
- **Update E-Filer Email Noticing and Frequency** to edit your primary email address and email frequency and format.

Changes submitted in PACER will be sent to courts in which you are registered or as you have directed.

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### ADD SECONDARY EMAIL ADDRESSES

Electronic filers are responsible for maintaining additional email addresses which receive notices of filings on their behalf.

The additional email addresses can be added or changed under "Maintain Your ECF Account" in the Court's CM/ECF filing system.

To add or update a secondary email address:

- Log in to the Court's CM/ECF filing system using your PACER login and password.
- Select Utilities.
- Select Maintain Your ECF Account.
- Select Email information.
- Type the additional or updated email addresses into the "Secondary email address" box and then again into the "Reenter secondary email address" box.
- Check the box to the left of "Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs)."
- Under "Send the notices specified below," check the box to the left of "to the secondary addresses."

**Email information for Attorney FilerOne**

Primary email address: vicky\_reinhard@sdb.uscourts.gov [Update my primary email address](#)

Secondary email address:

Reenter secondary email address:

Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs).

Send the notices specified below

to my primary email address

to the secondary addresses

- Scroll to the bottom of the screen and click on "Return to Account screen."
- Click on Submit.

### RECEIVE NOTICES IN ADDITIONAL CASES

To receive notices of filings in cases in which you are not currently participating:

- Log in to the Court's CM/ECF filing system using your PACER login and password.
- Select Utilities.
- Select Maintain Your ECF Account.
- Select Email information.
- Check the box to the left of "Send notices in these additional cases."

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- In the box to the right of "Send notices in these additional cases," type the case number of any additional case and select "Find This Case."
- To receive notices in multiple cases, add each case number in a new box.



The screenshot shows a green background with two checked options: "Send notices in cases in which I am involved" and "Send notices in these additional cases". A red arrow points to the second option. To the right of the second option is a text input field containing "21-10005" and a "Find This Case" button. Below the input field is another empty input field.

- Scroll to the bottom of the screen and click on "Return to Account screen."
- Click on Submit.