

Update Your Address Information

This procedure instructs you on how to update your address through PACER and apply those updates to all cases in one or more of the NextGen courts in which you are registered.

1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your Address Information
 - a. **Access** the PACER website at <https://pacer.uscourts.gov>.
 1. **Click** the *Manage Your Account* link and then on the *Manage My Account Login* link.
 2. **Click** on the *Log in to Manage My Account* button.
 3. **Enter** your PACER *login (Username) and password*.
 - **Select** the *Login* button.

- b. **Select** Utilities on the CM/ECF Menu Bar



1. **Select** Maintain Your ECF Account

2. **Select** the Edit my name and address information link

[Edit my name and address information](#)

3. You will be redirected to Manage My Account.
 - Reenter your PACER password and select Login

2. **Select** Maintenance, as shown below.

3. **Select** the *Update Address Information* link, as shown below.

4. **Update** your address.

- Enter reason for update.
- Check box if this address update applies to the entire firm.
- In the **Apply update to** box, select: **All Cases**.

5. **Apply** Updates to Selected Courts.

6. **Select** the Submit button after updating your information.

7. **Click** the Close button

- Note:** Notification of this update will automatically be sent to MIWB.