

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.

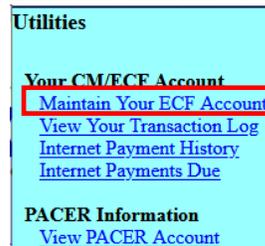
1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your Address Information
 - a. **Access** the PACER website at <https://pacer.uscourts.gov>.
 1. **Click** the *Manage Your Account* link and then on the *Manage My Account Login* link.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



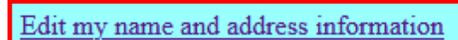
- b. **Select** Utilities on the CM/ECF Menu Bar



1. **Select** Maintain Your ECF Account



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



3. You will be redirected to Manage My Account.
 - o 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.
 - a. Enter reason for update.
 - b. Check box if this address update applies to the entire firm.
 - c. In the **Apply update to** box, select: **All Cases**.

The screenshot shows the 'Update Address Information' form. It includes fields for Firm/Office, Unit/Department, Address (325 West F Street), Room/State, City (San Diego), State (California), County (SAN DIEGO), Zip/Postal Code (92101), and Country (United States of America). There are also fields for Primary Phone (619-557-3620), Alternate Phone, Text Phone, and Fax Number. The 'Reason for update' field is highlighted with a red box. Below it, there is a checkbox for 'Check here if this address update applies to the entire firm.' and a dropdown menu for 'Apply update to' set to 'All Cases', both also highlighted with red boxes. A note at the bottom states: 'NOTE: The court has the final determination re: which case's the address update will be applied to.'

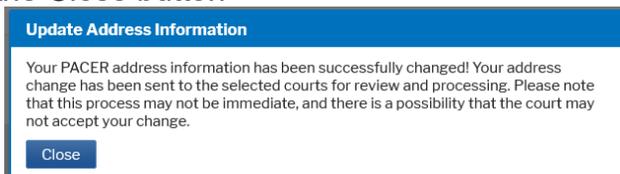
5. **Apply** Updates to Selected Courts.

The screenshot shows the 'Apply Updates to Selected Courts' section. It has two sub-sections: 'PACER Billing' and 'U.S. Bankruptcy Courts'. Under 'PACER Billing', there is a checked checkbox for '1 Division @ Avenue North Grand Rapids, MI 49503 Phone: 616-456-2693'. Under 'U.S. Bankruptcy Courts', there is a checked checkbox for 'Michigan Western Bankruptcy Court (1 Division @ Avenue North Grand Rapids, MI, 49503 Phone: 616-456-2693'.

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



7. **Click** the Close button



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