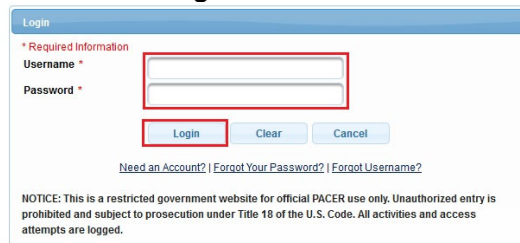


## Update Your E-File Email Noticing and Frequency

To update your PACER billing email address, access the Update PACER Billing Email procedure.

1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your E-File Email information. **Note:** Updating your Secondary email information must be done through Utilities on the CM/ECF Menu Bar.

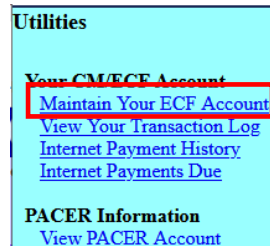
- a. **Access** the PACER website at <https://pacer.uscourts.gov> (This path allows you to only update your Primary email address.)
  1. **Click** on the *Manage Your Account* box and then click on the *Manage My Account Login* link.
  2. **Click** on the *Log in to Manage My Account* button.
  3. **Enter** your PACER login (Username) and password.
    - o **Select** the *Login* button.



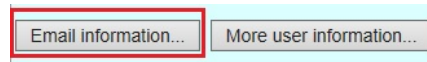
- b. **Select** Utilities on the CM/ECF Menu Bar (This path allows you to update your Primary and your Secondary email address.)



- o **Select** Maintain Your ECF Account



- o **Select** the Email information button



- To add, update, or delete secondary email address, add address in the secondary email address field.
- Re-enter it in the second box to the right.
  - a. To add multiple email addresses to the secondary email address field, separate the email addresses with a semi-colon and no spaces.
- Specify: "Send notices for both the Adversary Case and related Bankruptcy case" or "Send Notices for only the Adversary Case and not for the related Bankruptcy case."

- Specify: “Send a notice for each filing” or “Send a Daily Summary Report.”
- Select “Return to Account screen” button.
- Select Submit.
- Select Next.
- Select the Update my primary email address link.

[Update my primary email address](#)

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

**MANAGE MY ACCOUNT**  
Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**

\* Required Information

Username \*

Password \*

Not Attorney? [Click here to login as a different user](#)

Need an Account? | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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

Settings **Maintenance** Payments Usage

[Change Username](#) [Update PACER Billing Email](#)

[Change Password](#) [Set PACER Billing Preferences](#)

[Set Security Information](#)

3. **Select the Update E-Filer Email Noticing and Frequency** link, as shown below.

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](#)

4. **Follow** the instructions in the below box to update your information.

**Update E-Filer Email Noticing and Frequency**

Use the fields below to update your primary email address and preferences for receiving case notifications.

NOTE: If you want any of your preferences (i.e., email, frequency, email format) to vary from court to court, you will need to do so individually by selecting the court, performing your updates, and then clicking Submit.

You will then need to re-enter this page and follow the same steps for the next court.

**Apply Updates to Selected Courts**

**U.S. Bankruptcy Courts**

California Southern Bankruptcy Court - NextGen

☐ Click to apply changes to this court

Click here to load this court's E-File email noticing and frequency information below

Email [@uscourts.gov](#)

Email Frequency Daily Summary

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 \*

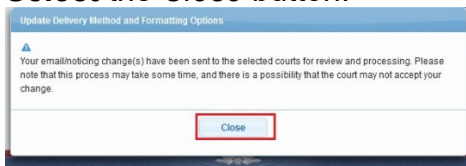
Confirm Primary Email \*

Email Frequency \*

Email Format \*

- a.
- b. Select the **Submit** button after updating your information.

5. **Select** the *Close* button.



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