

## Update Your Personal Information

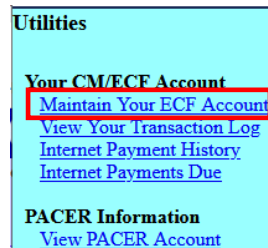
1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your Address Information.
  - a. **Access** the PACER website at <https://pacer.uscourts.gov>.
    1. **Click** the *Manage Your Account* box and then click on the *Manage My Account Login*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



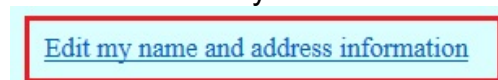
- b. **Select** Utilities on the CM/ECF Menu Bar



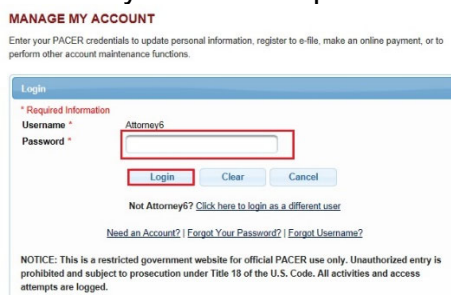
- **Select** Maintain Your ECF Account



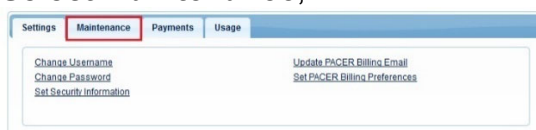
- **Select** the Edit my name and address information link



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



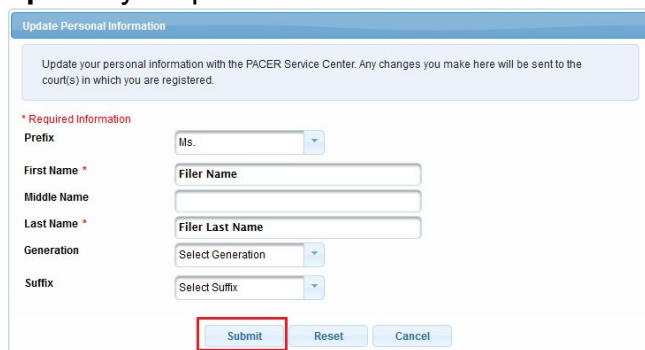
2. **Select Maintenance**, as shown below.



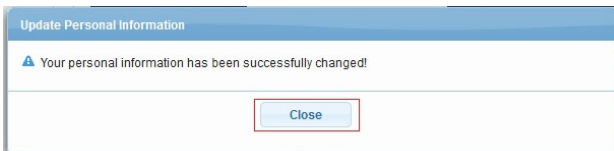
3. Select the **Update Personal Information** link, as shown below.



4. **Update** your personal information and select the **Submit** button.



5. **Click** the Close button.



**Note:** Notification of this update will automatically be sent to the NextGen Courts in which you are registered.