

USER MAINTENANCE

In NextGen CM/ECF, many of the User Maintenance features found in the *Maintain Your ECF Account* menu are updated through PACER. This User Guide will assist you in completing the following:

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Change Your E-Filing Username or Password

1. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
2. **Click** the *Manage Your Account* box and then on the *Manage My Account Login* link.
3. **Click** on the *Log in to Manage My Account* button.
4. **Enter** your *PACER login (Username) and password*.
5. **Select** the *Login* button



6. **Select** either *Change Username* or *Change Password* under **Settings**, as shown below.



7. **Update** your New Username (or Password), per the instructions, as shown below.
 - o **Change Username**
 1. Enter New Username, per the below criteria.
 2. Confirm New Username
 3. Submit



- o **Change Password**
 1. Enter Current Password.
 2. Enter New Password, per the below criteria.
 3. Confirm New Password.
 4. Submit



8. **Follow** the prompts to complete the change.

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.

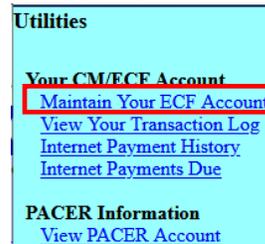
1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your Address Information
 - a. **Access** the *PACER* website at <https://pacer.uscourts.gov>.
 1. **Click** the *Manage Your Account* link and then on the *Manage My Account Login* link.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



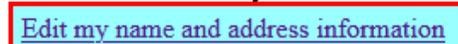
- b. **Select** Utilities on the CM/ECF Menu Bar



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 contains several input fields for firm information, address, and phone numbers. The 'Reason for update' text box and the 'Apply update to' dropdown menu (which is set to 'All Cases') are 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.'

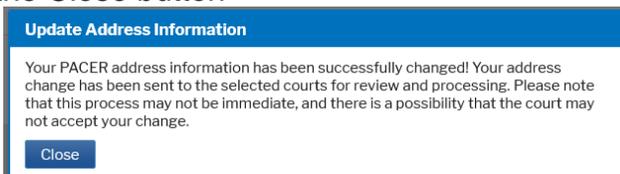
5. **Apply** Updates to Selected Courts.

The screenshot shows the 'Apply Updates to Selected Courts' section. It lists 'PACER Billing' and 'U.S. Bankruptcy Courts'. Under 'U.S. Bankruptcy Courts', the 'Michigan Western Bankruptcy Court' is selected with a checked checkbox. The address and phone number for this court are displayed.

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.

Update Your E-Filer Email Noticing and Frequency

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

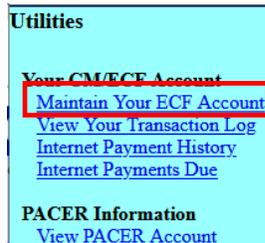
1. **Choose** one of the paths (a. through PACER website) or (b. through Utilities on the CM/ECF Menu Bar) to update your E-Filer Email information. **Note:** Updating your Secondary email information must be done through Utilities on the CM/ECF Menu Bar.
 - a. **Access** the *PACER* website at <https://pacer.uscourts.gov> (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.)



1. Select Maintain Your ECF Account



2. 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.
- 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.
- 3. Select the Update my primary email address link.

[Update my primary email address](#)
- 4. 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 Attorneys? [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-Filed 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-Filed 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-Filed 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-Filed email noticing and frequency information below

Email: @cafb.uscourts.gov
 Email Frequency: Daily Summary
 Email Format: HTML
Additional email addresses for district and bankruptcy e-Files must be added through the CM/ECF Manage Your Account utility.

* Required Information

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

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

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

Update Delivery Method and Formatting Options

Your email/noticing change(s) have been sent to the selected courts for review and processing. Please note that this process may take some time, and there is a possibility that the court may not accept your change.

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

Update Your PACER Billing Email Address

To update your ECF Filer's email information to receive Notices of Electronic Filings, access the Update E-Filer Email Noticing and Frequency procedure.

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

5. **Select** the *Update PACER Billing Email* link under **Settings**, as shown below.

6. **Enter** your new email address in the Email box.
 - o Re-enter your new email address in the *Confirm Email* box
 - o You may enter additional email addresses where you would like to receive your billing notice in the *Billing Notice Emails* section.
 - o Select the *Submit* button after updating your information.

7. **Select** the *Close* button.

Update Your Personal Information

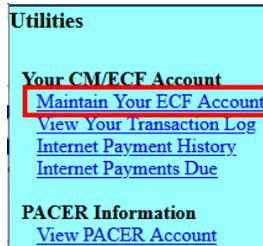
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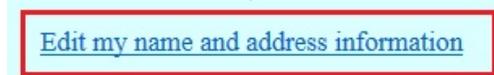
- b. **Select** Utilities on the CM/ECF Menu Bar



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

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



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



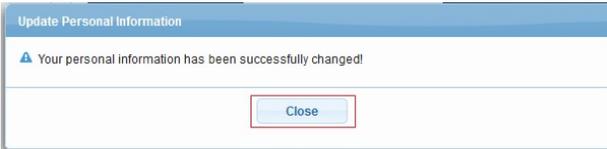
3. **Select the *Update Personal Information* link, as shown below.**



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

A screenshot of the 'Update Personal Information' form. At the top, there is a blue header with the title 'Update Personal Information'. Below the header is a light blue box containing the text: 'Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.' Below this is a section titled '* Required Information'. It contains several fields: 'Prefix' (a dropdown menu with 'Ms.' selected), 'First Name' (a text input field with 'Filer Name' entered), 'Middle Name' (an empty text input field), 'Last Name' (a text input field with 'Filer Last Name' entered), 'Generation' (a dropdown menu with 'Select Generation' selected), and 'Suffix' (a dropdown menu with 'Select Suffix' selected). At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box.

5. **Click the Close button.**



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