

Maintaining Your NextGen CM/ECF Account

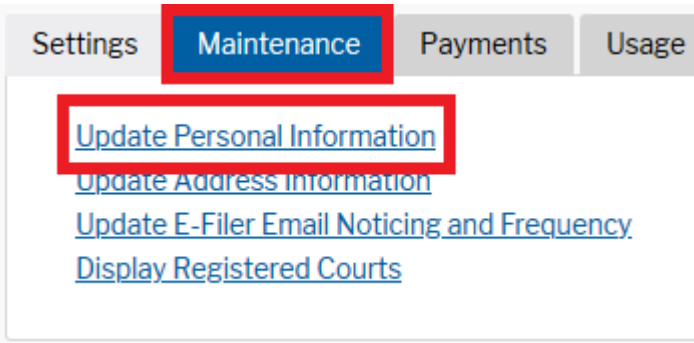
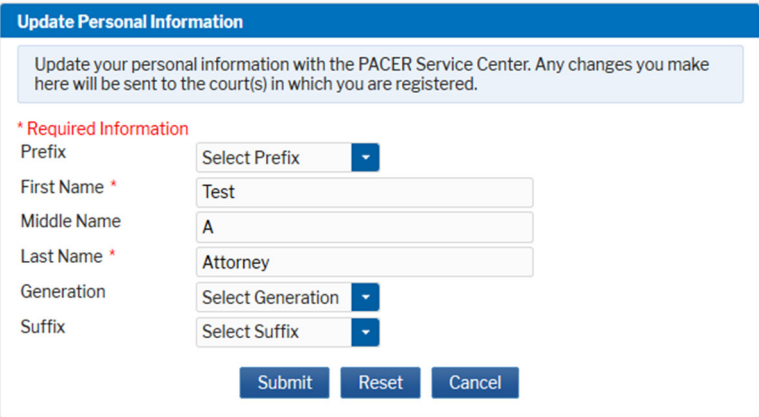
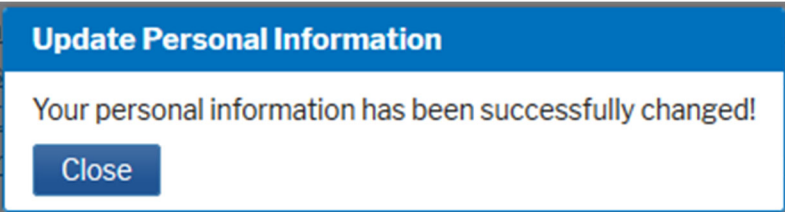
NextGen CM/ECF account information is managed in your PACER account. It is the attorney’s responsibility to keep name and address information up to date for compliance with LRCiv 83.3(d). A separate notice must be filed in each active case within fourteen (14) days before the effective date of the change.

Navigate to www.pacer.uscourts.gov and log into PACER.

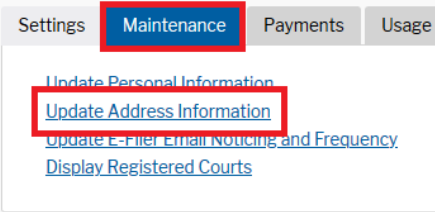
Click the links below for detailed information on maintaining your contact information:

- [Name Change](#)
- [Update Mailing Address](#)
- [Update Primary E-mail Address](#)
- [Update Secondary E-mail Address](#)

Name Change

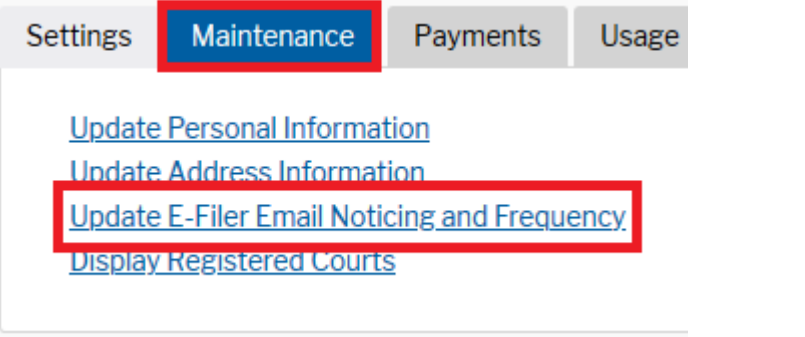
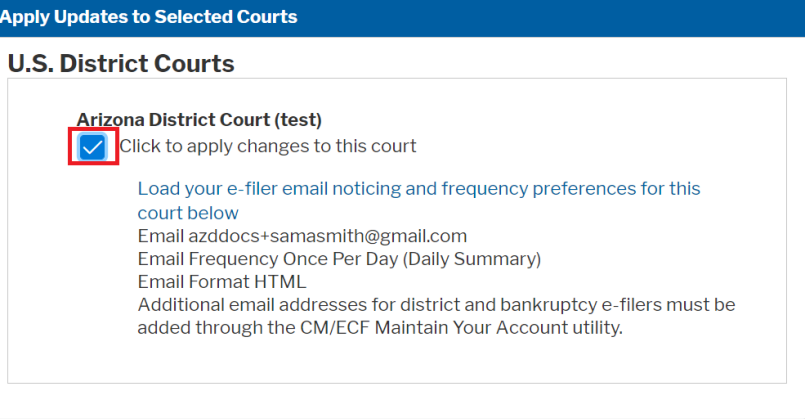
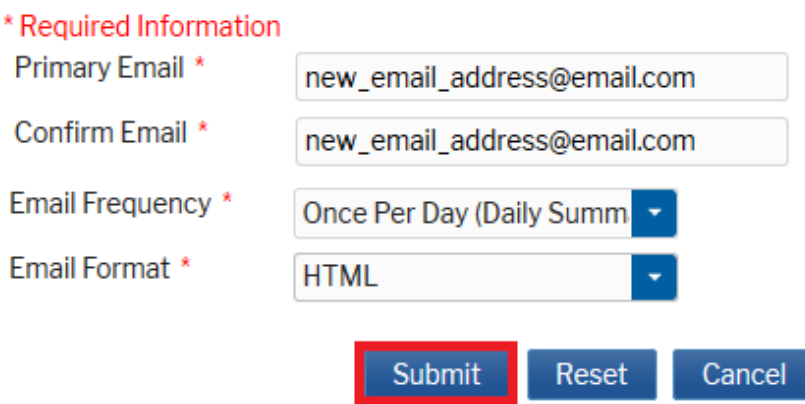
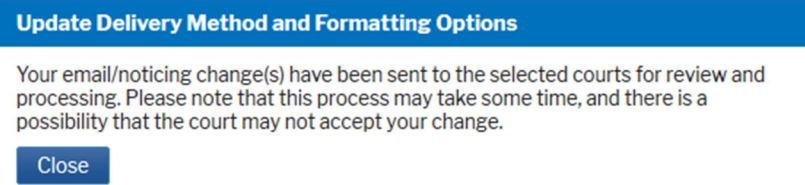
Step	Screen
<p>➤ From the PACER Maintenance tab, select Update Personal Information.</p>	 <p>The screenshot shows the PACER Maintenance tab selected. The 'Update Personal Information' link is highlighted with a red box. Other links visible include 'Update Address Information', 'Update E-File Email Noticing and Frequency', and 'Display Registered Courts'.</p>
<p>➤ Edit applicable fields and click Submit.</p> <p>➤ Note: First and Last Name are required fields.</p> <p>➤ Your updated information will be sent to the court(s) in which you are registered.</p>	 <p>The screenshot shows the 'Update Personal Information' form. It includes a header, a description, and a section for 'Required Information' with fields for Prefix, First Name, Middle Name, Last Name, Generation, and Suffix. There are 'Submit', 'Reset', and 'Cancel' buttons at the bottom.</p>
<p>➤ Confirmation screen displayed.</p>	 <p>The screenshot shows a confirmation message: 'Update Personal Information' followed by 'Your personal information has been successfully changed!' and a 'Close' button.</p>

Update Your Mailing Address

Step	Screen
<ul style="list-style-type: none"> ➤ From the PACER Maintenance tab, select Update Address Information. 	 <p>Settings Maintenance Payments Usage</p> <p>Update Personal Information Update Address Information Update E-Filed Email Noticing and Frequency Display Registered Courts</p>
<ul style="list-style-type: none"> ➤ Edit the applicable fields to update your address information. ➤ Enter a Reason for Update. 	<p>In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.</p> <p>* Required Information</p> <p>Firm/Office <input type="text" value="Law Office"/></p> <p>Unit/Department <input type="text"/></p> <p>Address * <input type="text" value="454 South First Street"/> <input type="text"/> <input type="text"/></p> <p>Room/Suite <input type="text"/></p> <p>City * <input type="text" value="Phoenix"/></p> <p>State * <input type="text" value="Arizona"/> <input type="button" value="v"/> <input type="button" value="?"/></p> <p>County * <input type="text" value="MARICOPA"/> <input type="button" value="v"/></p> <p>Zip/Postal Code * <input type="text" value="85204"/></p> <p>Country * <input type="text" value="United States of America"/> <input type="button" value="v"/></p> <p>Primary Phone * <input type="text" value="602-322-7100"/> <input type="button" value="?"/></p> <p>Alternate Phone <input type="text"/> <input type="button" value="?"/></p> <p>Text Phone <input type="text"/> <input type="button" value="?"/></p> <p>Fax Number <input type="text"/> <input type="button" value="?"/></p> <p>Reason for update <input type="text"/> <input type="button" value="?"/></p> <p><input type="checkbox"/> Check here if this address update applies to the entire firm.</p> <p>Apply update to <input type="text" value="Select"/> <input type="button" value="v"/></p> <p>NOTE: The court makes the final determination regarding which case(s) an address update is applied to.</p>
<ul style="list-style-type: none"> ➤ Select the cases you would like to apply the updated information. It is recommended that changes are applied to Open Cases. ➤ Note: The court makes the final determination regarding which case(s) an address update is applied to. 	<p>Apply update to <input type="text" value="Select"/> <input type="button" value="v"/></p> <p><input type="text" value="Select"/></p> <p><input type="text" value="Open Cases"/></p> <p><input type="text" value="Closed Cases"/></p> <p><input type="text" value="All Cases"/></p> <p><input type="text" value="None"/></p> <p>Apply Updates to Selected</p>

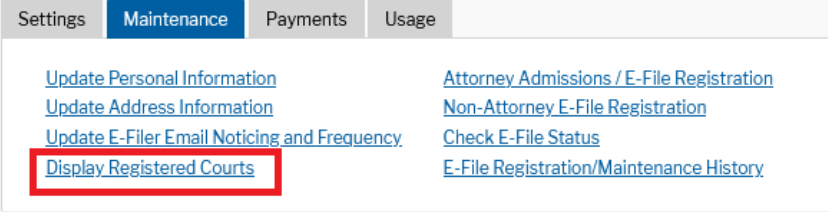
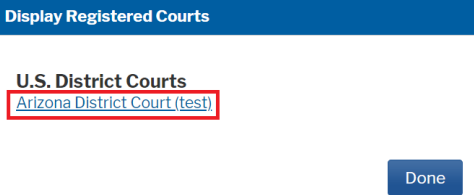

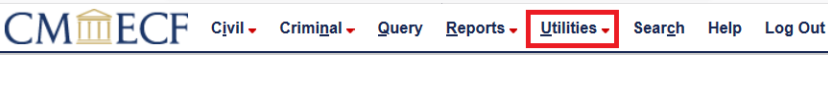
Step	Screen
<p>➤ Check mark the court(s) you would like to apply the updates and click Submit.</p>	<div data-bbox="634 247 1463 898"> <p>Apply Updates to Selected Courts</p> <p>PACER Billing</p> <p><input checked="" type="checkbox"/> Law Office 454 South First Street Phoenix, AZ 85204 Phone: 602-322-7100</p> <p>U.S. District Courts</p> <div data-bbox="659 541 1458 772"> <p>Arizona District Court (test)</p> <p><input checked="" type="checkbox"/> Law Office 454 South First Street Phoenix, AZ 85204</p> <p>Phone: 602-322-7100</p> </div> <p>Submit Reset Cancel</p> </div>
<p>➤ Confirmation screens vary based on selections made.</p>	<div data-bbox="634 913 1463 1173"> <p>Update Address Information</p> <p>Your PACER address information has been successfully changed! Your address change has been sent to the selected courts for review and processing. Please note that this process may not be immediate, and there is a possibility that the court may not accept your change.</p> <p>Close</p> </div>

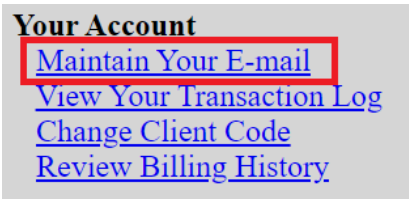
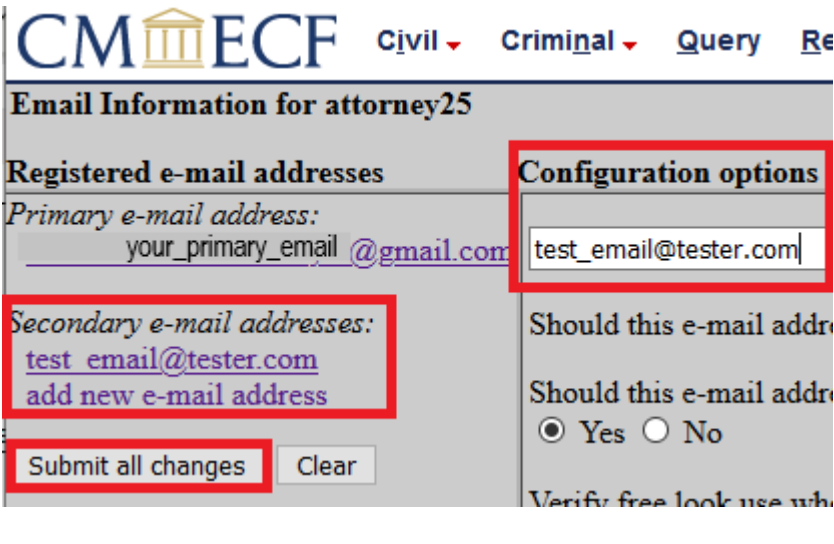
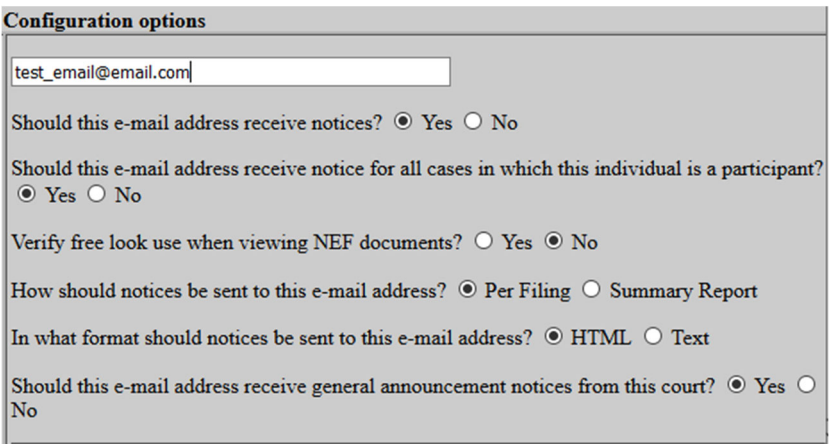
Update Primary Email Address

Step	Screen
<ul style="list-style-type: none"> ➤ From the PACER Maintenance tab, select Update E-Filer Email Noticing and Frequency. 	 <p>The screenshot shows the PACER Maintenance tab selected. The 'Update E-Filer Email Noticing and Frequency' link is highlighted with a red box. Other visible links include 'Update Personal Information', 'Update Address Information', and 'Display Registered Courts'.</p>
<ul style="list-style-type: none"> ➤ Apply changes to the selected court(s). ➤ Check mark Arizona District Court. 	 <p>The screenshot shows the 'Apply Updates to Selected Courts' section for U.S. District Courts. The 'Arizona District Court (test)' is selected with a checked checkbox. Below the checkbox, there is a list of email preferences: 'Email azddocs+samasmith@gmail.com', 'Email Frequency Once Per Day (Daily Summary)', and 'Email Format HTML'. A note states: 'Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.'</p>
<ul style="list-style-type: none"> ➤ Enter the Primary Email Address, Frequency, and Email Format. ➤ When accurate, click Submit. 	 <p>The screenshot shows the 'Required Information' form. It includes four fields: 'Primary Email *' (new_email_address@email.com), 'Confirm Email *' (new_email_address@email.com), 'Email Frequency *' (Once Per Day (Daily Summ)), and 'Email Format *' (HTML). The 'Submit' button is highlighted with a red box. 'Reset' and 'Cancel' buttons are also visible.</p>
<ul style="list-style-type: none"> ➤ Confirmation screen 	 <p>The screenshot shows a confirmation message: '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.' A 'Close' button is located at the bottom of the message box.</p>

Update Secondary Email Address

Secondary e-mail addresses are updated in the CM/ECF Utilities menu for each court. While logged into PACER, select the **Arizona District Court** from your list of registered courts.

Step	Screen
<ul style="list-style-type: none"> ➤ From the District of Arizona’s Case Management / Electronic Case Filing home page. (Skip to Select the DISTRICT OF ARIZONA step). OR ➤ From the PACER Maintenance tab, select Display Registered Courts. 	<p>https://ecf.azd.uscourts.gov</p> <p>OR</p> 
<ul style="list-style-type: none"> ➤ Select “Display Registered Courts” 	
<ul style="list-style-type: none"> ➤ Select the DISTRICT OF ARIZONA – Document Filing Link. 	
<ul style="list-style-type: none"> ➤ Select the CM/ECF Utilities menu. 	

Step	Screen
<ul style="list-style-type: none"> ➤ Select Maintain Your Email. 	 <p>Your Account Maintain Your E-mail View Your Transaction Log Change Client Code Review Billing History</p>
<ul style="list-style-type: none"> ➤ Under Secondary Email Addresses, select Add new E-mail Address. ➤ Enter email address in the field under Configuration Options. ➤ Note: To remove a secondary email address, click the applicable address and remove it from the Configuration Options field and click Submit All Changes. 	 <p>CM ECF Civil Criminal Query Re</p> <p>Email Information for attorney25</p> <p>Registered e-mail addresses</p> <p>Primary e-mail address: your_primary_email @gmail.com</p> <p>Configuration options</p> <p>test_email@tester.com</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in which this individual is a participant? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Verify free look use when viewing NEF documents? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Submit all changes Clear</p>
<ul style="list-style-type: none"> ➤ When adding a secondary e-mail address, adjust the Configuration Options per user preference. ➤ Default settings are displayed and can remain as set. ➤ When accurate, select Submit All Changes. 	 <p>Configuration options</p> <p>test_email@email.com</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in which this individual is a participant? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Verify free look use when viewing NEF documents? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>