Maintaining Your Account

All attorney information, other than *secondary* email addresses, is held in the attorney's PACER account. It is the attorney's responsibility to keep this account information current.

- 1. To Update Your Address Information:
 - a. Open your web browser and go to <u>pacer.uscourts.gov</u>. Note that this can also be accessed through CM/ECF by clicking **Utilities** > **Maintain Your Account**.
 - b. Click on "Manage Your Account" from the Quick Access blocks.



What can we help you accomplish?

- c. Click on the Maintenance tab.
- d. Select Update Address Information.



- e. Use the text fields to update the necessary information. Be sure to notate *a reason* for the update.
- f. Apply the update to **All Cases** so the information is updated in every case.

Reason for update	Firm location changed.	
Check here	if this address update applies to the entire firm.	
Apply update to	All Cases	
	Select	
	All Cases	
	Closed Cases	
Apply Updates t	to Sele Open Cases	

g. Check all boxes so that the update is applied to your PACER billing and each court that your account is associated with. Verify all the information is correct. Click **Submit**.

Apply I	Jpdates to Selected Courts
PACE	ER Billing
~	Law Offices of John Q. Public 123 Any Street Oklahoma City, OK 73102 Phone: 555-555-3232
	ALABAMA MIDDLE DISTRICT COURT Image: Comparison of the stress o
	Submit Reset Cancel

h. A confirmation screen will appear noting your submission was successful.

US	ername IK3405_0KW0
A Ca	Update Address Information
A	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.
U	

- 2. To Update Your Email Information:
 - a. The primary email address is added and updated through PACER. Any secondary email addresses are added and maintained by the attorney through CM/ECF. Email addresses are used for Notices of Electronic Filing (NEFs) and are required for all counsel by the ALMD General Order 2:04-mc-3164. It is recommended that all accounts include a primary email address and *at least* one secondary email address for the purpose of receiving NEFs from the Court.
 - b. To update your primary email:
 - i. Navigate to pacer.uscourts.gov. Note that this can also be accessed through CM/ECF by clicking **Utilities > Maintain Your Account**.

ii. Click on "Manage Your Account" from the Quick Access blocks.



What can we help you accomplish?

- iii. Click on the Maintenance tab.
- iv. Select Update E-filer Email Noticing and Frequency.



- v. Check the box to apply your changes to the Alabama Middle District.
- vi. Enter and confirm the **Primary Email Address**, select frequency and format preferences, and click **Submit**.

	DDLE DISTRICT COURT	
Click to	apply changes to this court	
Unabl	e to retrieve data at this time	
Required Informatio	n	
Primary Email *	test@test.com	
Primary Email * Confirm Email *	test@test.com	
Confirm Email *	test@test.com	
-		

vii. A confirmation screen will appear. Click Close.