

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 pacer.uscourts.gov. 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.



- 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

Check here if this address update applies to the entire firm.

Apply update to

Apply Updates to Selected Cases

- Select
- All Cases**
- Closed Cases
- 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 Updates to Selected Courts

PACER Billing

Law Offices of John Q. Public
123 Any Street
Oklahoma City, OK 73102
Phone: 555-555-3232

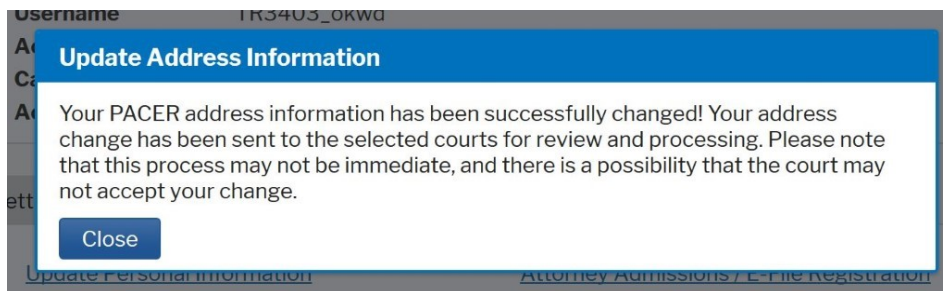
U.S. District Courts

ALABAMA MIDDLE DISTRICT COURT

Unable to retrieve data at this time

Submit Reset Cancel

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



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**.

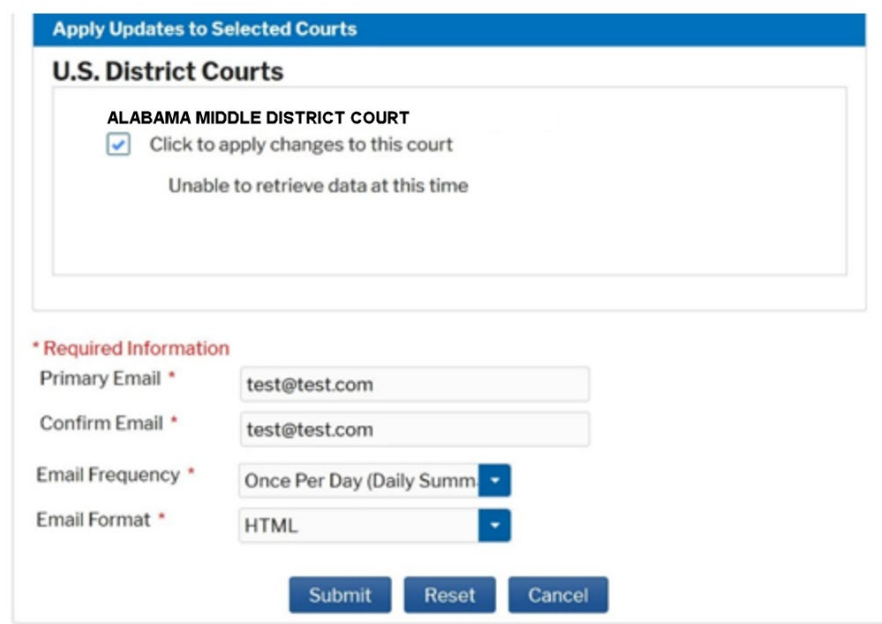
- ii. Click on **“Manage Your Account”** from the Quick Access blocks.



- 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**.



- vii. A confirmation screen will appear. Click **Close**.