

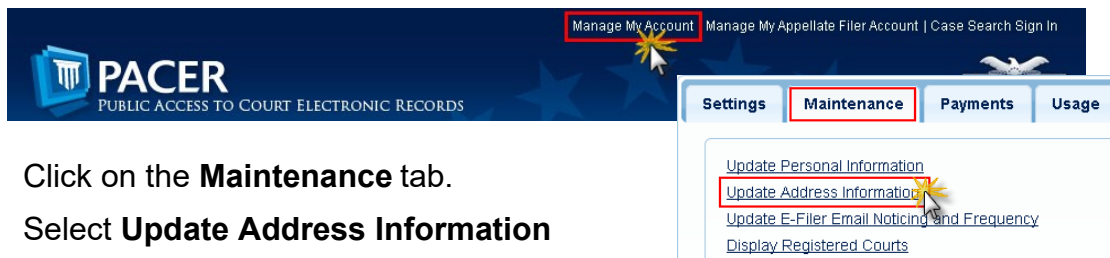
Account Updates with NextGen

All account information, other than secondary email addresses, is held in your individual Pacer account. **It is the Filer or User's responsibility to keep account information up to date.**

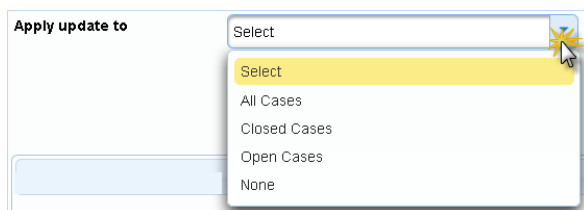
<p style="text-align: center;">CONTENTS:</p> <p style="text-align: center;">Updating Address Information</p> <p style="text-align: center;">Updating Primary Email Address</p> <p style="text-align: center;">Updating Secondary Email Address</p>
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Updating Address Information

1. Navigate to www.pacer.gov. Note that this can also be accessed through CM/ECF by clicking on **Utilities>Manage your PACER Account**
2. Click on **Manage My Account**



3. Click on the **Maintenance** tab.
4. Select **Update Address Information**
5. Use the text fields to **update the necessary information**. ****Please list a reason for the update.****
6. Select to which cases you would like to apply the updated information.



7. Check the boxes noting to which records/courts you would like to apply the updates. Ensure all of the information is correct, and click **Submit**. A **confirmation screen** will appear noting your submission was successful.

Apply Updates to Selected Courts

PACER Billing

123 Anywhere Street
Minneapolis, MN 55415
Phone: 612-664-5000

U.S. District Courts

Minnesota District Court - NextGen

123 Anywhere Street
Minneapolis, MN 55415
Phone: 612-664-5000

Submit **Reset** **Cancel**

Updating Primary Email Address

The primary email address is added and updated through PACER. Secondary email addresses are only added and updated through CM/ECF. Email addresses are used for Notices of Electronic Filing (NEF's). It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEF's.

Updating Primary Email

1. Navigate to www.pacer.gov. Note that this can also be accessed through CM/ECF by clicking on Utilities>Manage your PACER Account
2. Click on Manage My Account



3. Click on the **Maintenance** tab.
4. Select **Update E-Filer Noticing and Frequency**

Settings **Maintenance** **Payments** **Usage**

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Update E-Filer Email Noticing and Frequency](#) [Check E-File Status](#)


[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

5. **Check the box** to apply your changes to the Connecticut Bankruptcy Court.
6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

Apply Updates to Selected Courts

U.S. District Courts

Minnesota District Court (Test) - NextGen

 Click to apply changes to this court

[Click here to load this courts E-Filer email noticing and frequency information below](#)

Email testuser@testuser.com

Email Frequency Each Transaction

Email Format HTML

Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

*** Required Information**

Primary Email *


Confirm Primary Email *

Email Frequency *

Email Format *

7. The following confirmation screen will appear. Click **Close**.

Update Delivery Method and Formatting Options

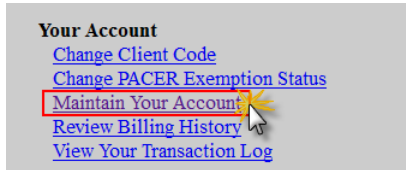
 Your email/noticing change(s) have been sent to the selected courts for review and processing. Please note that this process may take some time, and there is a possibility that the court may not accept your change.

Updating/Adding Secondary Email Address

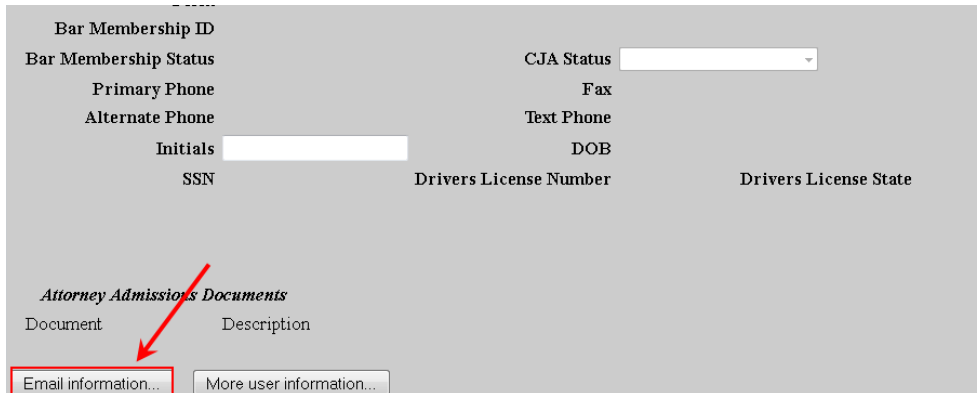
1. Select the **Utilities** menu in ECF



2. Click on **Maintain Your Account**



3. Click **Email information** at the bottom of the screen.

The image shows a form for user information. It includes fields for 'Bar Membership ID', 'Bar Membership Status', 'Primary Phone', 'Alternate Phone', 'Initials', 'SSN', 'CJA Status', 'Fax', 'Text Phone', 'DOB', 'Drivers License Number', and 'Drivers License State'. Below these fields is a section titled 'Attorney Admissions Documents' with a table for 'Document' and 'Description'. At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. The 'Email information...' button is highlighted with a red rectangular box, and a red arrow points to it from the left.

4. If a primary email address is listed, skip to step 5. If no primary email address is listed, click **add new e-mail address**. **Note that although primary email addresses are maintained through PACER, there must be one listed in CM/ECF in order to add secondary addresses.** Enter the account's PRIMARY email address. Once an address is entered, the secondary email address options will appear on the left.
5. Click **add new e-mail address** under **Secondary e-mail addresses**.

The image shows a section titled 'Registered e-mail addresses'. It lists a 'Primary e-mail address:' as 'testuser@testuser.com'. Below this, it lists 'Secondary e-mail addresses:' with a button labeled 'add new e-mail address' highlighted by a red rectangular box. At the bottom of the section are two buttons: 'Return to Person Information Screen' and 'Clear'.

6. Enter the **secondary email address** and change the configuration options if desired.

Configuration Options:

Option	Description
Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs)—this is not recommended.
How should notices be sent to this e-mail address?	<u>Per Filing</u> : Email sent for each individual filing <u>Summary Report</u> : One daily email listing all transactions for that day, sent on the following day NOTE: If the Summary Report is selected, an additional prompt appears, “Should this e-mail address receive a ‘no activity’ notice when no summary noticing occurs?” Yes : an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices No : no email will be sent unless there were filings
In what format should notices be sent to this e-mail address?	Controls the format of the emails—HTML is generally preferred.
Should this e-mail address receive general announcement notices from this court?	The court prefers that users select Yes so that they will receive email notifications regarding important ECF system information such as down-time and upgrades.

7. To **remove a secondary email address**, click on the address on the left and delete it in the text box on the right.

Registered e-mail addresses

Primary e-mail address:
[testuser@testuser.com](#)

Secondary e-mail address:
[attorneystaff@test.com](#)
[add new e-mail address](#)

Configuration options

attorneystaff@test.com

Should this e-mail address receive notices? Yes No

Should this e-mail address receive notice for all cases in this court? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

Return to Person Information Screen Clear

8. After all changes have been made, click **Return to Person Information Screen**. **DO NOT** use the **Back** button in your browser- information will not be saved if you click **Back**.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: testuser@testuser.com</p> <p>Secondary e-mail addresses: attorneystaff@test.com add new e-mail address</p> <p>Return to Person Information Screen <input type="button" value="Clear"/></p>	<p><input type="text" value="attorneystaff@test.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</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> P</p>

9. You will return to the main account maintenance screen. Click **Submit** to save changes. A confirmation screen will appear.

Office	Test Firm
Unit	
Address 1	
Address 2	
Address 3	
City	State
Country	County
Firm	
Bar Membership ID	
Bar Membership Status	CJA Status <input type="text"/>
Primary Phone	Fax
Alternate Phone	Text Phone
Initials <input type="text"/>	DOB
SSN	Drivers License Number
Attorney Admissions Documents	
Document	Description
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>
<input type="button" value="Submit"/>	