

NextGen CM/ECF: Update Name/Address/E-Mail

Name, address and e-mail update requests for public users should be submitted through PACER. The Court reviews the requests and processes them. You will receive an email when your request has been completed by the Court.

The following steps outline the procedure:

1. Go to www.pacer.gov
2. **SELECT** Log in to... in the upper right corner



3. **SELECT** Manage PACER Account

➔ Log in to the federal Judiciary's electronic public access services.

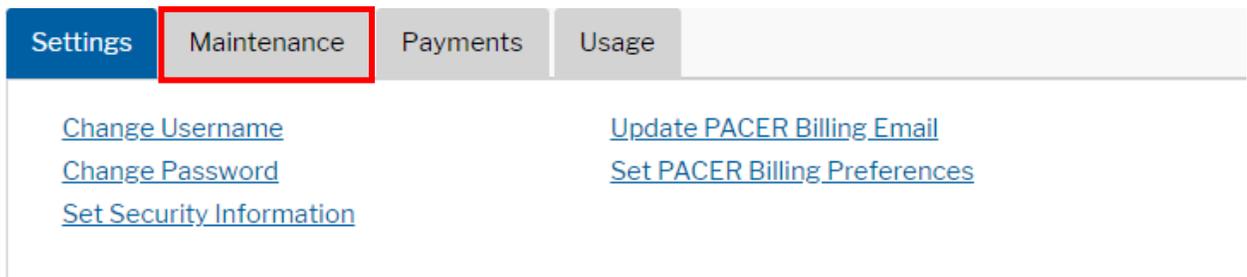
Close ✕



4. **ENTER** PACER username and password and **SELECT** Login

 A login form titled "Login" with a blue arrow icon. Below the title is the text "* Required Information". There are two input fields: "Username *" and "Password *", both with red borders. At the bottom are three buttons: "Login" (with a red border), "Clear", and "Cancel".

5. **SELECT** Maintenance tab



6. **SELECT** the appropriate link:



- **Update Personal Information**> Update Name, Prefix, and Suffix
- **Update Address Information**> Update Firm Name, Address and Phone Numbers
 - **CLICK** appropriate box to “Apply Updates to Selected Courts”
- **Update E-Filer Email Noticing and Frequency** > Update email address, delivery method and formatting options

7. Users should expect to see their request approved, or a response to the request, within 24 business hours