

Please note that once an attorney has become a registered CM/ECF filer, any necessary change to the account (i.e., adding an additional e-mail address) must be performed by the registered filer via the account update. This will ensure that potential account inconsistencies do not occur between PACER and the appellate court(s) where the attorney files electronically.

Instructions for editing CM/ECF e-mail addresses are below. For instructions on how to edit other account information, please contact PACER directly (1-800-676-6856).

Instructions for Editing the Primary E-mail Address

1. Enter your CM/ECF log-in & password.
2. Once you're logged in, click on **personal info/address updates** under the **maintenance** tab on the far left of the page.
3. You will be directed to a page with one tab: **update data**. Click on **update personal info**.
4. If you wish to edit the primary e-mail address, scroll down the page until the e-mail address appears and make the change. Verification of the change is required; you will need to enter the correct primary e-mail twice. Once you are satisfied with the change(s), click **submit**.

Instructions for Editing Additional E-mail Addresses

1. Enter your CM/ECF log-in & password.
2. Once you're logged in, click on **personal info/address updates** under the **maintenance** tab on the far left of the page.
3. You will be directed to a page with one tab: **update data**. Click on **update noticing preferences**.
4. If you wish to add an additional e-mail address, simply enter the e-mail address in the box next to **additional e-mails** and click **submit**. If you wish to remove one of the current additional e-mail addresses, simply delete the e-mail address appearing in the box and click **submit**.