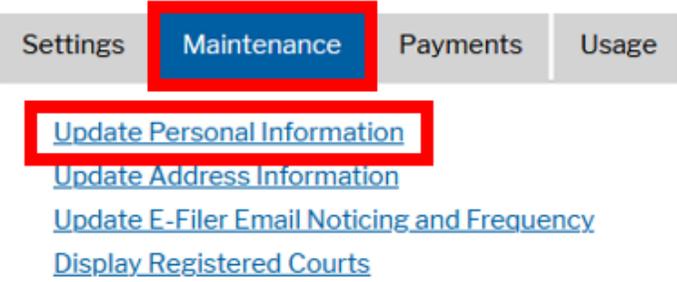# Maintaining Your NextGen CM/ECF Account

NextGen CM/ECF account information is managed in your PACER account. It is the attorney's responsibility to keep account information up to date and proper receipt of Notice of Electronic Filing (NEF).
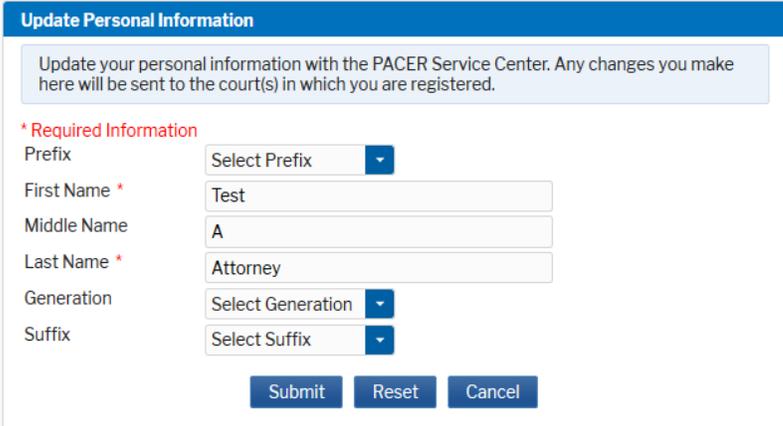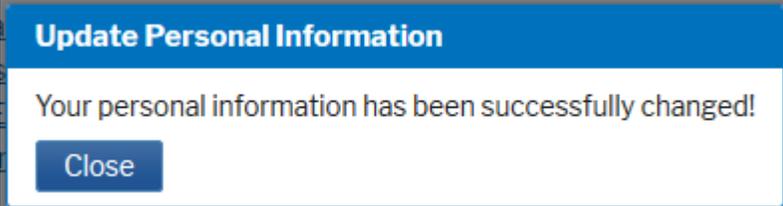
Navigate to www.pacer.uscourts.gov and log into PACER.

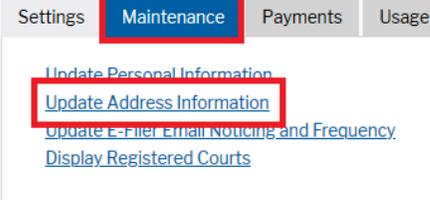**Click the links below for detailed information on maintaining your contact information:**
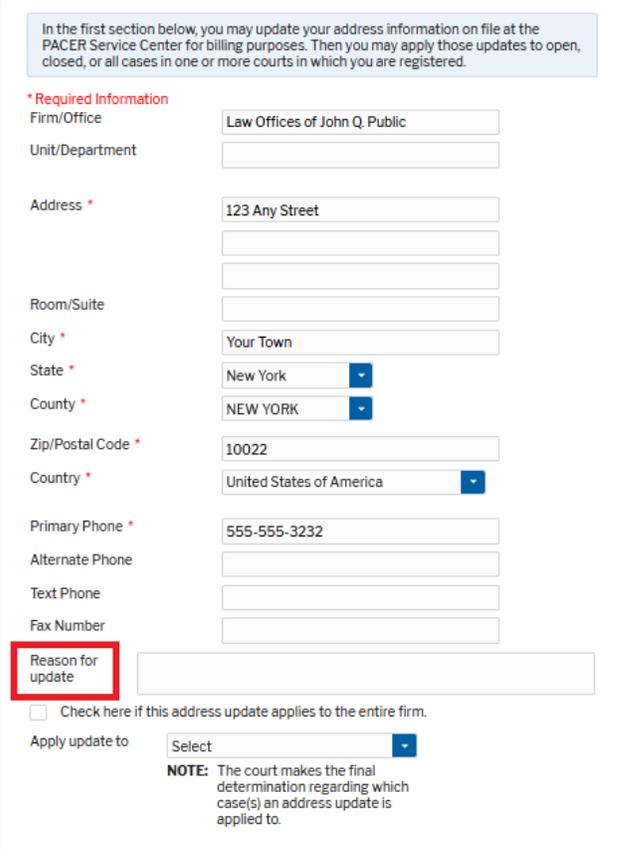
- **Name Change**

- **Update Mailing Address**

- **Update Primary E-mail Address**

- **Update Secondary E-mail Address**

Name Change

Step	Screen
➢ From the PACER **Maintenance** tab, select **Update Personal Information**.	Settings **Maintenance** Payments Usage Update Personal Information Update Address Information Update E-Filer Email Noticing and Frequency Display Registered Courts

Step	Screen
➢ Edit applicable fields and click **Submit**. ➢ **Note:** First and Last Name are required fields. ➢ Your updated information will be sent to the court(s) in which you are registered.	**Update Personal Information** Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered. * Required Information Prefix — Select Prefix First Name * — Test Middle Name — A Last Name * — Attorney Generation — Select Generation Suffix — Select Suffix Submit Reset Cancel
➢ Confirmation screen displayed.	**Update Personal Information** Your personal information has been successfully changed! Close

Update Your Mailing Address

Step	Screen
➢ From the PACER **Maintenance** tab, select **Update Address Information**.	
➢ Edit the applicable fields to update your address information. ➢ Enter a **Reason for Update.**	
➢ Select the cases you would like to apply the updated information. It is recommended that changes are applied to all cases. ➢ **Note:** The court makes the final determination regarding which cases(s) an address update is applied to.	

Step	Screen
➢ Check mark the court(s) you would like to apply the updates and click **Submit**.	**Apply Updates to Selected Courts** **PACER Billing** ☑ 1600 Plaza Drive Charlotte, NC 28202 Phone: 999-999-9999 **U.S. District Courts** **North Carolina Western District Court** ☑ 1600 Plaza Drive Charlotte, NC 28202 Phone: 999-999-9999 Submit Reset Cancel
➢ Confirmation screens vary based on selections made.	**Confirmation** Selecting "All Cases" will update all closed, terminated, and open cases. Do you still want to make this change? Yes No **Update Address Information** Your PACER address information has been successfully changed! Close
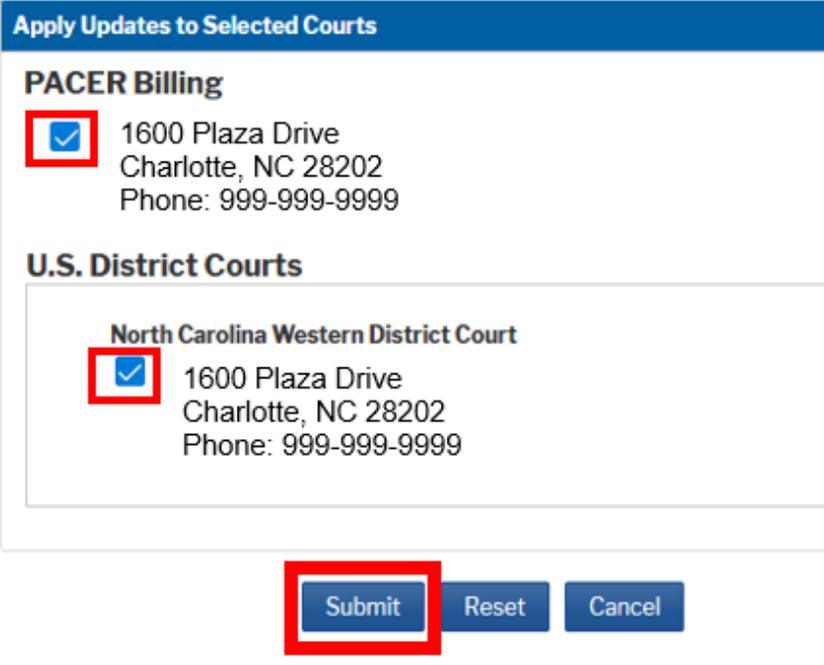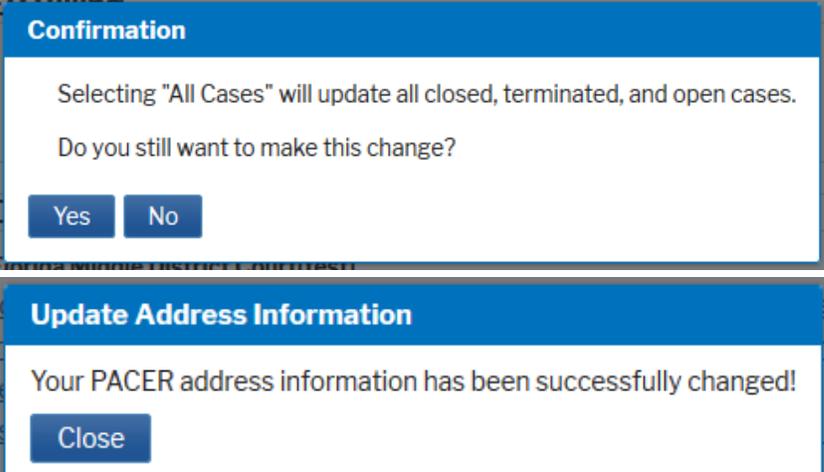
Update Primary Email Address

Step	Screen
➢ From the PACER **Maintenance** tab, select **Update E-Filer Email Noticing and Frequency**.	Settings **Maintenance** Payments Usage Update Personal Information Update Address Information **Update E-Filer Email Noticing and Frequency** Display Registered Courts
➢ Apply changes to the selected court(s). ➢ Check mark **North Carolina Western District Court**.	**Apply Updates to Selected Courts** **U.S. District Courts** **North Carolina Western District Court** ☑ Click to apply changes to this court Load your e-filer email noticing and frequency preferences for this court below Email attorneyname@email.com Email Frequency At The Time of Filing (One Email per Filing) Email Format HTML Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility
➢ Enter the **Primary Email Address**, **Frequency**, and **Email Format**. ➢ When accurate, click **Submit**.	* Required Information Primary Email * new_email_address@email.com ❓ Confirm Email * new_email_address@email.com ❓ Email Frequency * At The Time of Filing (One E ⌄ Email Format * HTML ⌄ **Submit** Reset Cancel
➢ Confirmation screen	**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. Close
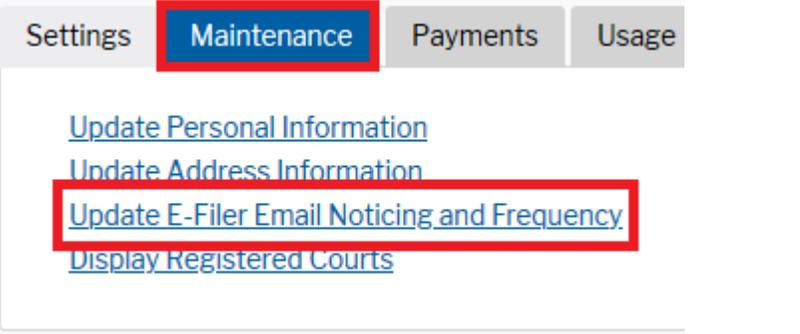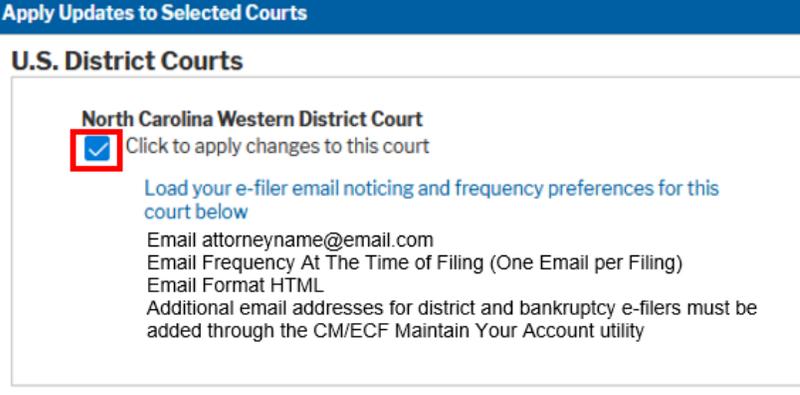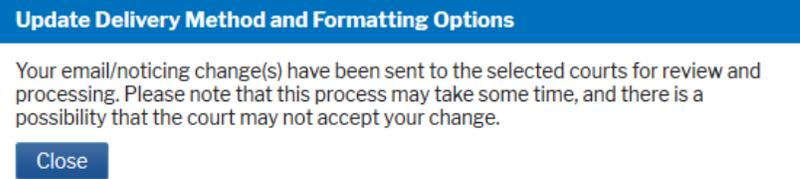
Update Secondary Email Address

Secondary e-mail addresses are updated in the CM/ECF Utilities menu for each court. While logged into PACER, select the **North Carolina Western District** from your list of registered courts.

Step	Screen
➢ From the PACER **Maintenance** tab, select **Display Registered Courts**.	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
➢ Select **"Display Registered Courts"**	**Display Registered Courts** **U.S. District Courts** North Carolina Western District Court
➢ Select the **Western District of North Carolina – Document Filing Link**.	Welcome to the U.S. District Court for the Western District of North Carolina Western District of North Carolina - Document Filing System
➢ Select the CM/ECF **Utilities** menu.	CM/ECF Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Help Log Out
➢ Select **Maintain Your Email**.	**Utilities** **Your ECF Account** Change PACER Exemption Status Credit Card Payments Maintain Your Account Maintain Your E-Mail Link a CM/ECF account to my PACER account
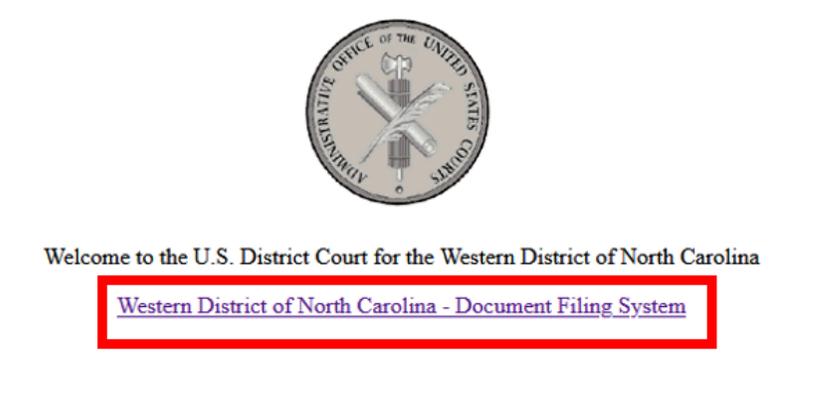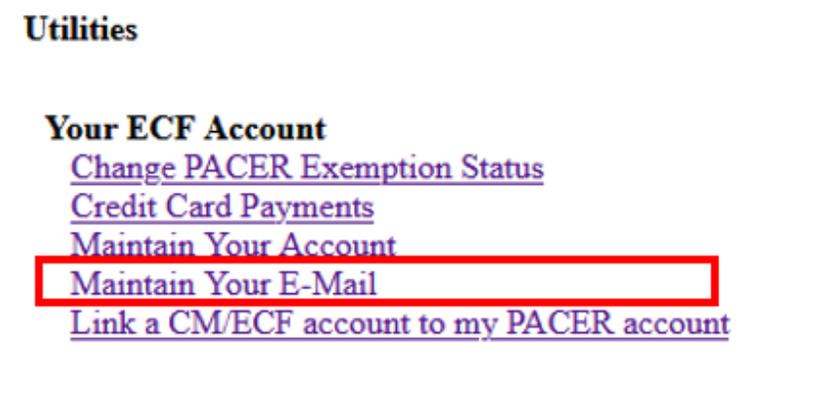
Step	Screen
➢ Under **Secondary Email Addresses**, select **Add new E-mail Address.** ➢ Enter email address in the field under **Configuration Options**. ➢ **Note:** To remove a secondary email address, click the applicable address and remove it from the **Configuration Options** field and click **Submit All Changes**.	**CM ECF** Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ **Email Information for Test Attorney** **Registered e-mail addresses** **Configuration options** *Primary e-mail address:* test_email@email.com Your_primary_email@email.com *Secondary e-mail addresses:* Should this e-mail address test_email@email.com add new e-mail address Should this e-mail address Submit all changes Clear Verify free look use when How should notices be ser
➢ When adding a secondary e-mail address, adjust the **Configuration Options** per user preference. ➢ Default settings are displayed and can remain as set. ➢ When accurate, select **Submit All Changes**.	**Configuration options** test_email@email.com Should this e-mail address receive notices? ◉ Yes ○ No Should this e-mail address receive notice for all cases in which this individual is a participant? ◉ Yes ○ No Verify free look use when viewing NEF documents? ○ Yes ◉ No How should notices be sent to this e-mail address? ◉ Per Filing ○ Summary Report In what format should notices be sent to this e-mail address? ◉ HTML ○ Text Should this e-mail address receive general announcement notices from this court? ◉ Yes ○ No

Log

Date	Comments	By
9/8/21	Posted for NextGen.	TMG