
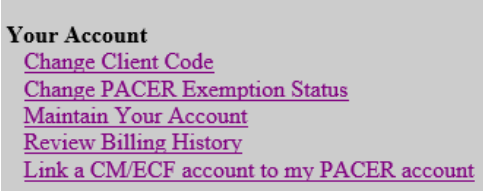
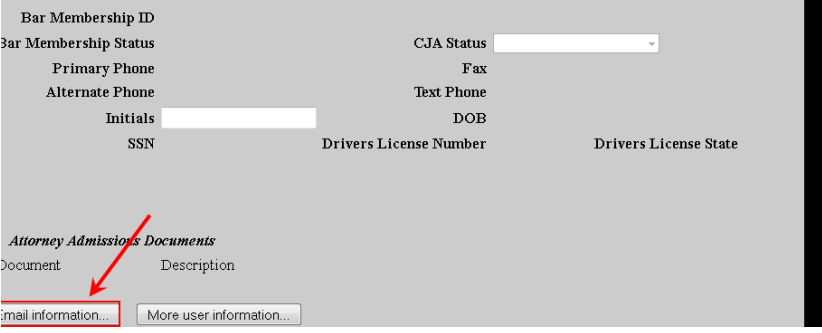



Maintain Your Account- Maintaining Secondary Email Addresses

Account information, other than secondary email addresses, is maintained in PACER. Secondary email addresses are only added and updated through ECF. Email addresses are used for Notices of Electronic Filing (NEFs).

To update a Secondary Email Address, follow the below steps:

Step	Action
1	<p>Log into the Attorney's ECF Account. Select the Utilities menu in ECF.</p> 
2	<p>Click on Maintain Your Account.</p> 
3	<p>Click Email Information at the bottom of the screen.</p> 
4	<p>Click add new e-mail address under Secondary e-mail addresses.</p> 

5

Enter the **secondary email address** and change the configuration options if desired.
a. 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.
Verify free look use when viewing NEF documents?	Some virus scanning software and other email convenience tools will follow hyperlinks within an email message and use the free look. When yes is selected a prompt will appear for the user to confirm the free look usage before providing the document and use the “one free look”.
How should notices be sent to this e-mail address?	<p><u>Per Filing:</u> Email sent for each individual filing</p> <p><u>Summary Report:</u> One daily email listing all transactions for that day, sent on the following day</p> <p>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?”</p> <p>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</p> <p>No: no email will be sent unless there were filings</p>
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?	Select Yes in order to receive email notifications regarding important ECF information such as down-time and upgrades.

6 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 **Configuration options**

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

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

Return to Person Information Screen Clear

attorneystaff@test.com **Delete**

Should this e-mail address receive notices? Yes No

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

How should notices be sent to this e-mail address? P

7 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**

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

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

Return to Person Information Screen Clear

attorneystaff@test.com

Should this e-mail address receive notices? Yes No

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

How should notices be sent to this e-mail address? P

8 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

Primary Phone Fax

Alternate Phone Text Phone

Initials

SSN Drivers License Number

Attorney Admissions Documents

Document Description

Email information... More user information...

Submit