How to Change your Address and E-mail in NextGen





Attorneys appearing before the Court have a continuing duty to promptly notify the Court and all opposing parties of any changes of address. Attorneys are required to promptly update their contact information in PACER, and their secondary e-mail addresses in NextGen CM/ECF. This document is a step-by-step procedure on how to update your contact information in PACER and NextGen CM/ECF.

How to Update your Address and Telephone Information in PACER

Follow these steps to update your address and telephone information in PACER:

Step	Screen
1. Click on the following URL link:	PACER PUNUE ACCESS TO COURT ELECTRONIC RECORDS
http://www.pacer.gov	
2. Click Manage My Account.	
 Click on the Maintenance tab. Click Update Address Information. 	Settings Maintenance Payments Usage Update Personal Information Update Address Information Update E-Filer Email Noticing and Frequency Display Registered Courts

Step	Screen
 Type your law office name (optional). Type your unit or department (optional). Type your address. Type the city name. Select the state from the dropdown list. Select the county from the dropdown list. 	Manage My Account RAIN TRAIN
 Select United States of America from the Country dropdown list. Type your primary phone number. Type an alternate phone number (optional). Type a fax number (optional). Type the reason for update. Select to which cases you would like to apply the updated information. Check the box for the Puerto Rico District Court. Click Submit. 	Printofinde Unit/Department Address* I0 Room/Suite City* San Juan State* Puerto Rico County* SAN JUAN Zip/Postal Code* O0926 Country* United States of America Primary Phone* 787-772- Aternate Phone 787-772- 7000000000000000000000000000000000000

How to Update your Primary E-mail Address in PACER Follow these steps to update your primary e-mail address in PACER:

Step	Screen
1. Click on the following URL link:	Manger Munger Mung
http://www.pacer.gov	
2. Click Manage My Account.	
 Click on the Maintenance tab. Click Update E-Filer Noticing and Frequency. 	Settings Maintenance Payments Usage Update Personal Information Attorney Admissions / E-File Registration Update Address Information Update Address Information Non-Attorney -E-File Registration Update -E-File Registration Update -E-File Registration Non-Attorney -E-File Registration Update -E-File Registration Update -E-File Registration Check E-File Status Check E-File Registration/Maintenance History CissRay Registered Courds E-File Registration/Maintenance History E-File Registration/Maintenance History
 Check the box for the Puerto Rico District Court. Type your primary e-mail address. In the Confirm email text field, type your primary e-mail address again. Select from the dropdown list the frequency at which you will prefer to receive e-mail notifications. Select from the dropdown list the e- mail format. Click Submit. 	Procession Concession Procession Concession Procession Concession Annumber Concession Annumber Concession Conceston Concesi

Step	Screen
11.Click Close.	Update Delivery Method and Formatting Options
	A 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.

How to Update your Secondary E-mail Addresses in NextGen CM/ECF

Follow these steps to update your secondary e-mail addresses in NextGen CM/ECF:

Step	Screen
1. Click on the following URL link:	CMmECF Civil - Criminal - Query Reports - Utilities - Search Help Log Out
http://ecf.prd.uscourts.gov	
 Login to NextGen CM/ECF using your PACER username and password. 	
3. Click Utilities.	
4. Click Maintain Your Account.	Your Account <u>Change Client Code</u> <u>Change PACER Exemption Status</u> <u>Maintain Your Account</u> <u>Review Billing History</u> <u>View Your Transaction Log</u>
5. Click Email information	Bar Membership ID
	Attorney Admission Decuments Document Description Email information. More user information

Step	Screen
	Registered e-mail addresses
 In the Secondary e-mail addresses section, click add new e-mail address. 	Primary e-mail address: <u>testuser@testuser.com</u> Secondary e-mail addresses:
 NOTE: Before you can add secondary e-mail addresses in NextGen CM/ECF, you must first define a primary e-mail address in PACER. Please see section "How to Update your Primary E-mail Address in PACER" for more information. 7. Type the secondary e-mail address. 	add new e-mail address Return to Person Information Screen Clear
 To remove a secondary e-mail address, click on the existing secondary e-mail address on the left panel Registered e-mail address. Delete the textbox contents on the right panel Configuration options. Press the Enter key. 	Registred e-finant address: Configuration options Testuser@lestuser.com attorneystaff@lest.com Secondary e-mail address: attorneystaff@lest.com attorneystaff@lest.com Click add new e-mail address Click Return to Person Information Screen Clear How should notices be sent to this e-mail address? P
11.Click Return to Person Information Screen.	Registered e-mail addresses Configuration options Primary e-mail address: ettorneystaff@test.com Lesturer@lesturer.com attorneystaff@test.com Secondary e-mail addresses: Should this e-mail address receive notices? • Yes • 1 add new e-mail address Should this e-mail address receive notice for all cases in Return to Person Information Screen Clear
12.Click Submit .	Office Test Firm Unit Unit Address 1 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 DOB SSN Drivers License Number Attorney Admissions Documents Document Description Email information More user information Submite