



How to Change your Address and E-mail in NextGen

Introduction

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

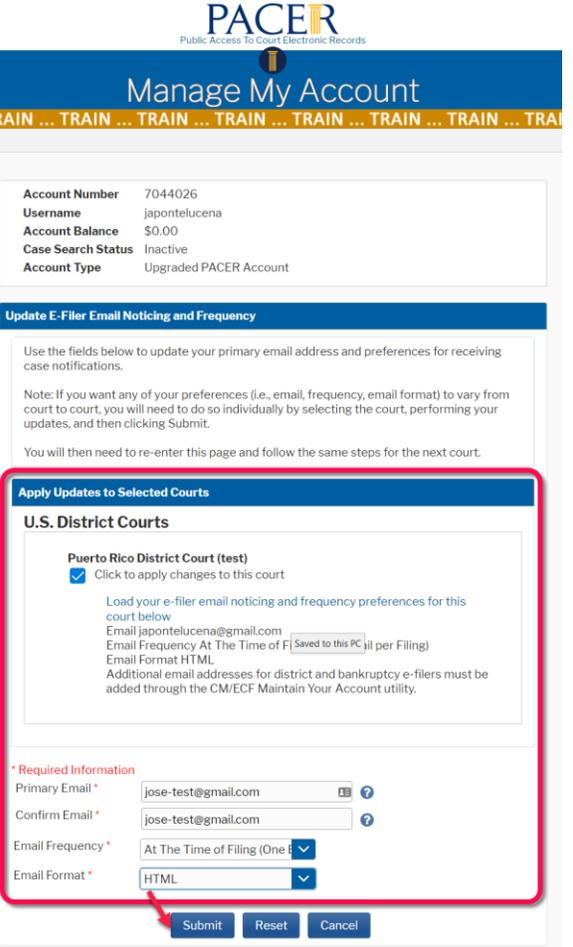
Follow these steps to update your address and telephone information in PACER:

Step	Screen
1. Click on the following URL link: http://www.pacer.gov 2. Click Manage My Account .	
3. Click on the Maintenance tab. 4. Click Update Address Information .	

Step	Screen
<ol style="list-style-type: none"> 5. Type your law office name (optional). 6. Type your unit or department (optional). 7. Type your address. 8. Type the city name. 9. Select the state from the dropdown list. 10. Select the county from the dropdown list. 11. Type your zip code. 12. Select United States of America from the Country dropdown list. 13. Type your primary phone number. 14. Type an alternate phone number (optional). 15. Type a fax number (optional). 16. Type the reason for update. 17. Select to which cases you would like to apply the updated information. 18. Check the box for the Puerto Rico District Court. 19. Click Submit. 	

How to Update your Primary E-mail Address in PACER

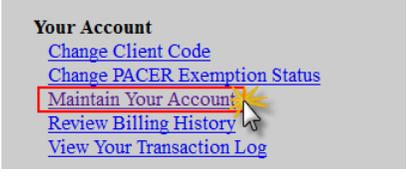
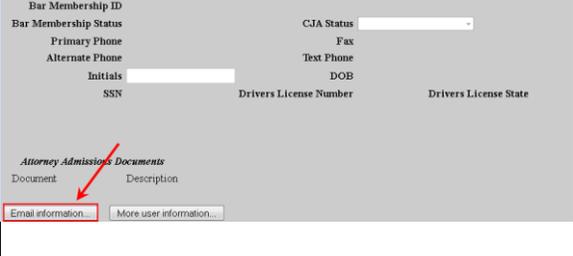
Follow these steps to update your primary e-mail address in PACER:

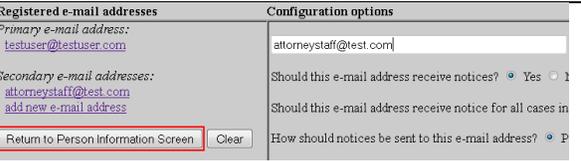
Step	Screen
<p>1. Click on the following URL link:</p> <p>http://www.pacer.gov</p> <p>2. Click Manage My Account.</p>	
<p>3. Click on the Maintenance tab.</p> <p>4. Click Update E-Filer Noticing and Frequency.</p>	
<p>5. Check the box for the Puerto Rico District Court.</p> <p>6. Type your primary e-mail address.</p> <p>7. In the Confirm email text field, type your primary e-mail address again.</p> <p>8. Select from the dropdown list the frequency at which you will prefer to receive e-mail notifications.</p> <p>9. Select from the dropdown list the e-mail format.</p> <p>10. Click Submit.</p>	

Step	Screen
11. Click Close .	 <p>Update Delivery Method and Formatting Options</p> <p>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.</p> <p>Close</p>

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: http://ecf.prd.uscourts.gov 2. Login to NextGen CM/ECF using your PACER username and password . 3. Click Utilities .	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out</p>				
4. Click Maintain Your Account .	 <p>Your Account</p> <ul style="list-style-type: none"> Change Client Code Change PACER Exemption Status Maintain Your Account Review Billing History View Your Transaction Log 				
5. Click Email information...	 <p>Bar Membership ID Bar Membership Status CJA Status Primary Phone Fax Alternate Phone Text Phone Initials DOB SSN Drivers License Number Drivers License State</p> <p>Attorney Admissions Documents</p> <table border="1"> <thead> <tr> <th>Document</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Email information...</td> <td>More user information...</td> </tr> </tbody> </table>	Document	Description	Email information...	More user information...
Document	Description				
Email information...	More user information...				

Step	Screen
<p>6. In the Secondary e-mail addresses section, click add new e-mail address.</p> <p>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.</p> <p>7. Type the secondary e-mail address.</p>	
<p>8. To remove a secondary e-mail address, click on the existing secondary e-mail address on the left panel Registered e-mail address.</p> <p>9. Delete the textbox contents on the right panel Configuration options.</p> <p>10. Press the Enter key.</p>	
<p>11. Click Return to Person Information Screen.</p>	
<p>12. Click Submit.</p>	