

Maintaining Your NextGen CM/ECF Account

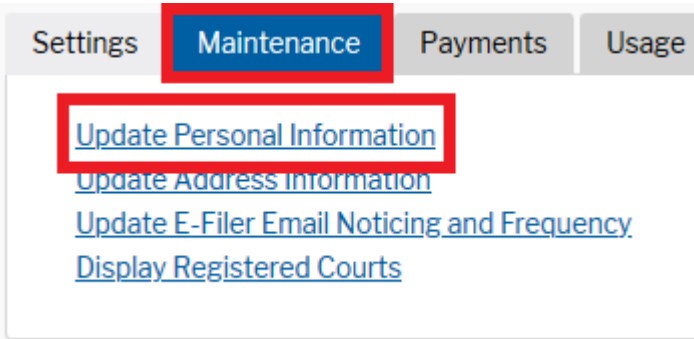
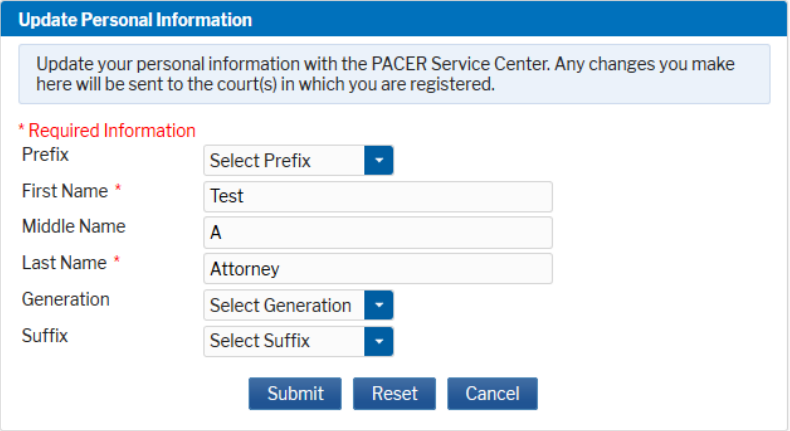
NextGen CM/ECF account information is managed in your PACER account. It is the attorney's responsibility to keep account information up to date for compliance with Local Rule 2.01, 2.02, and proper receipt of Notice of Electronic Filing (NEF).

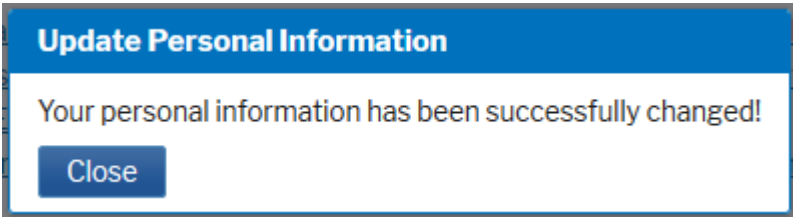
Navigate to www.pacer.uscourts.gov and log into PACER.

Click the links below for detailed information on maintaining your contact information:

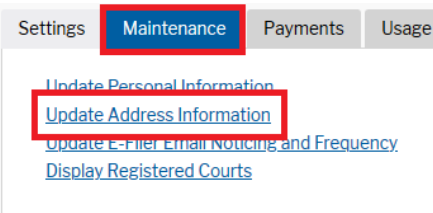
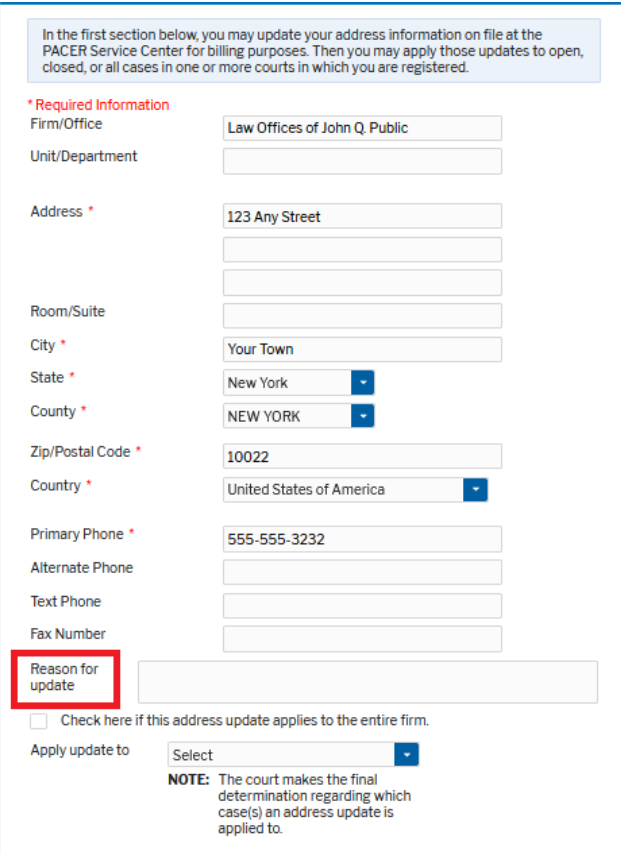
- [Name Change](#)
- [Update Mailing Address](#)
- [Update Primary E-mail Address](#)
- [Update Secondary E-mail Address](#)

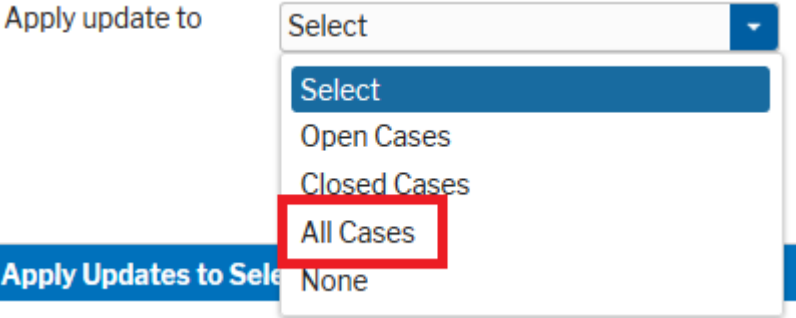
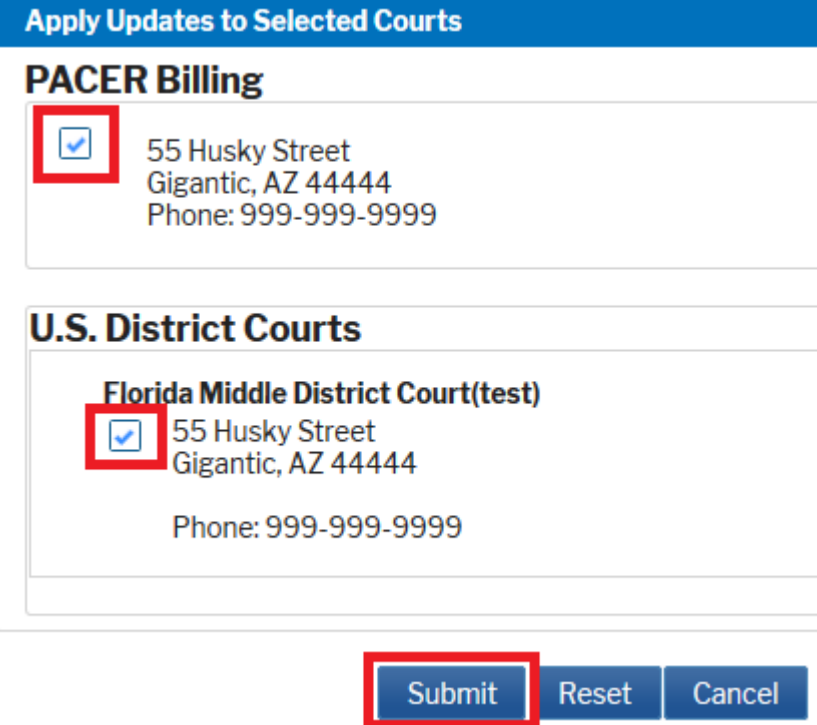
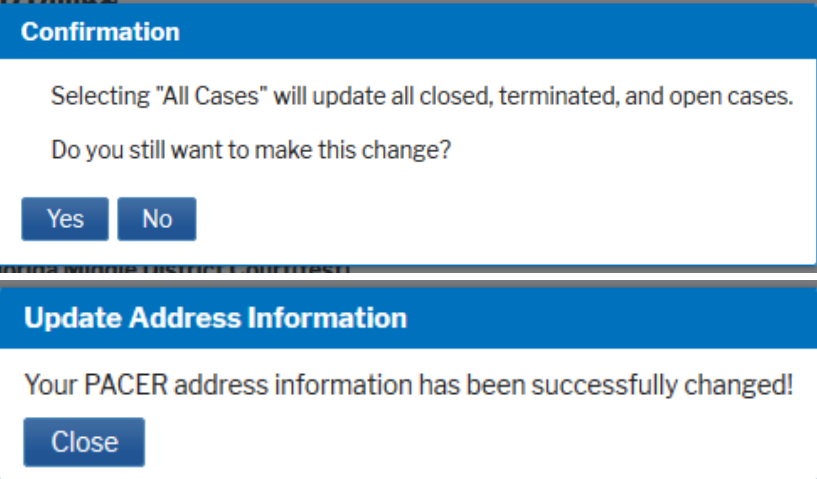
Name Change

Step	Screen
<p>➤ From the PACER Maintenance tab, select Update Personal Information.</p>	
<p>➤ Edit applicable fields and click Submit.</p> <p>➤ Note: First and Last Name are required fields.</p> <p>➤ Your updated information will be sent to the court(s) in which you are registered.</p>	

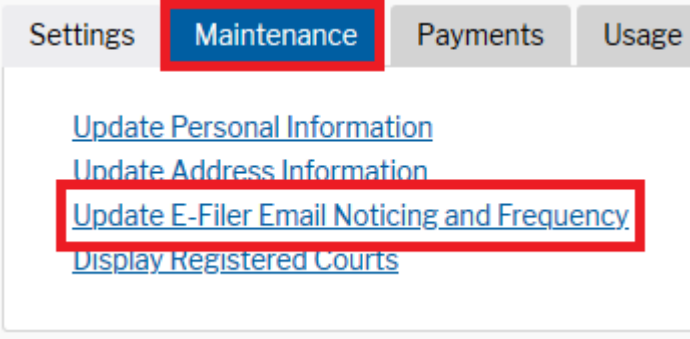
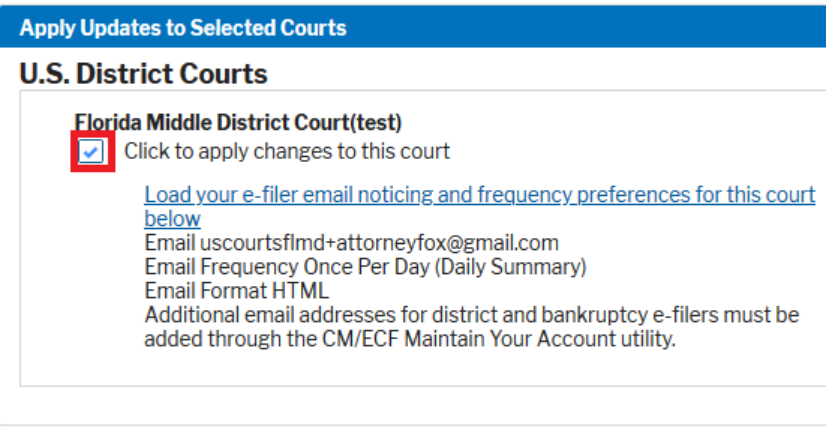
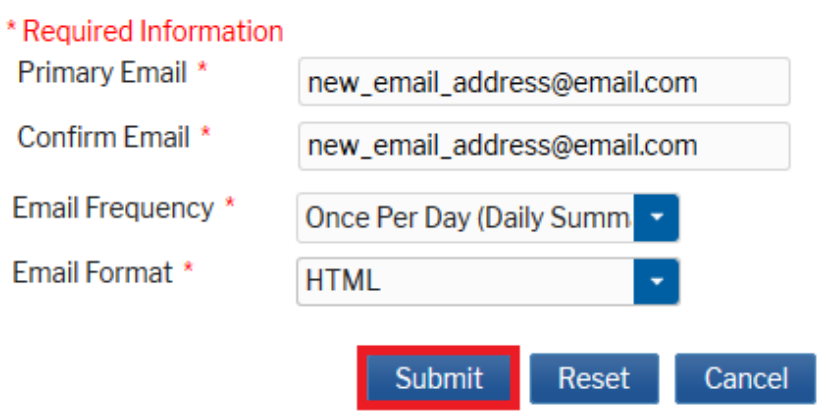
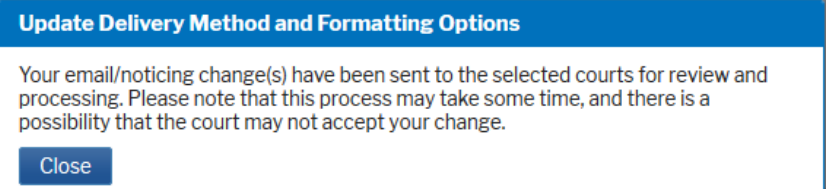
Step	Screen
<ul style="list-style-type: none"> ➤ Confirmation screen displayed. 	

Update Your Mailing Address

Step	Screen
<ul style="list-style-type: none"> ➤ From the PACER Maintenance tab, select Update Address Information. 	
<ul style="list-style-type: none"> ➤ Edit the applicable fields to update your address information. ➤ Enter a Reason for Update. 	

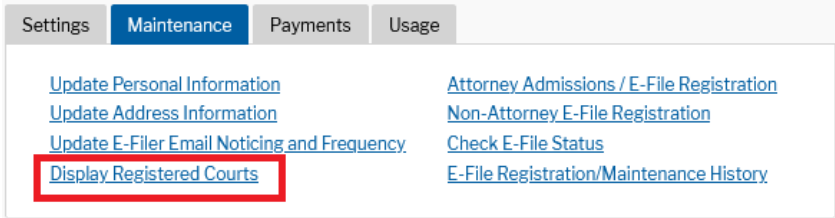


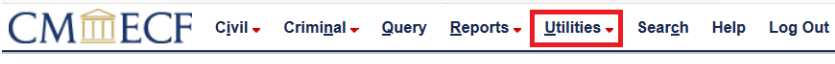
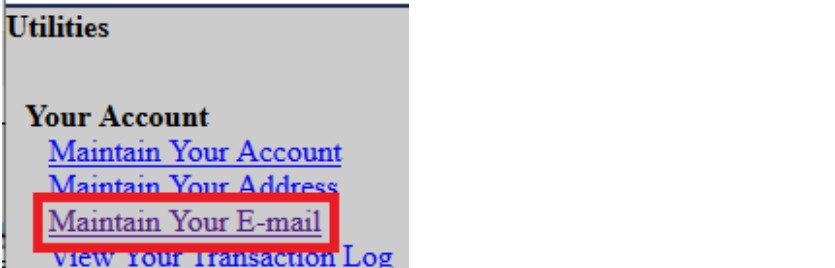
Step	Screen
<ul style="list-style-type: none"> ➤ Select the cases you would like to apply the updated information. It is recommended that changes are applied to all cases. ➤ Note: The court makes the final determination regarding which cases(s) an address update is applied to. 	 <p>Apply update to</p> <p>Select</p> <p>Select</p> <p>Open Cases</p> <p>Closed Cases</p> <p>All Cases</p> <p>None</p> <p>Apply Updates to Selected Courts</p> <p>PACER Billing</p> <p><input checked="" type="checkbox"/> 55 Husky Street Gigantic, AZ 44444 Phone: 999-999-9999</p> <p>U.S. District Courts</p> <p>Florida Middle District Court(test)</p> <p><input checked="" type="checkbox"/> 55 Husky Street Gigantic, AZ 44444 Phone: 999-999-9999</p> <p>Submit Reset Cancel</p>
<ul style="list-style-type: none"> ➤ Check mark the court(s) you would like to apply the updates and click Submit. 	 <p>Apply Updates to Selected Courts</p> <p>PACER Billing</p> <p><input checked="" type="checkbox"/> 55 Husky Street Gigantic, AZ 44444 Phone: 999-999-9999</p> <p>U.S. District Courts</p> <p>Florida Middle District Court(test)</p> <p><input checked="" type="checkbox"/> 55 Husky Street Gigantic, AZ 44444 Phone: 999-999-9999</p> <p>Submit Reset Cancel</p>
<ul style="list-style-type: none"> ➤ Confirmation screens vary based on selections made. 	 <p>Confirmation</p> <p>Selecting "All Cases" will update all closed, terminated, and open cases.</p> <p>Do you still want to make this change?</p> <p>Yes No</p> <p>Update Address Information</p> <p>Your PACER address information has been successfully changed!</p> <p>Close</p>

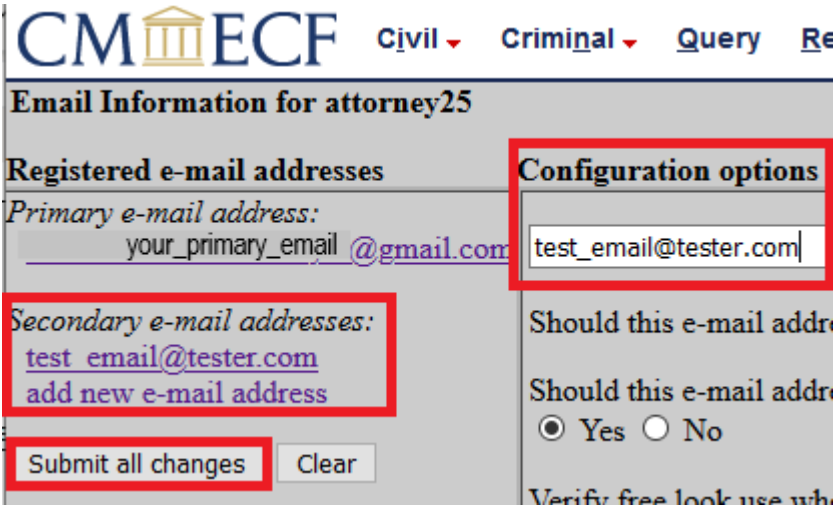
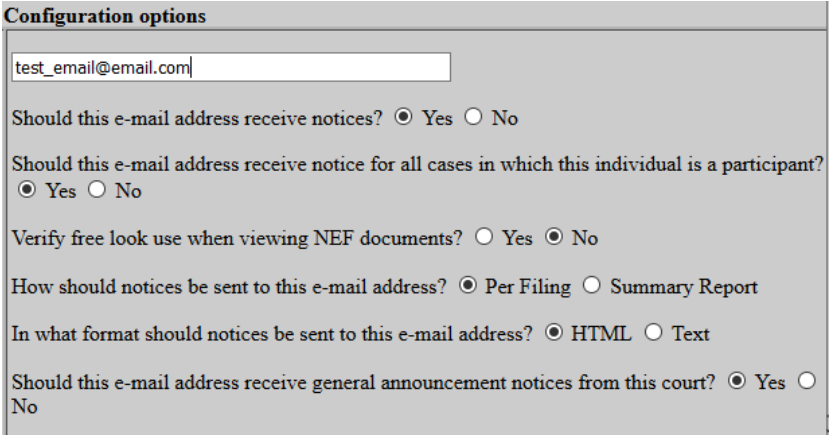
Update Primary Email Address

Step	Screen
<ul style="list-style-type: none"> ➤ From the PACER Maintenance tab, select Update E-Filer Email Noticing and Frequency. 	 <p>The screenshot shows the PACER Maintenance tab with four sub-tabs: Settings, Maintenance (highlighted in red), Payments, and Usage. Below the tabs are four links: Update Personal Information, Update Address Information, Update E-Filer Email Noticing and Frequency (highlighted in red), and Display Registered Courts.</p>
<ul style="list-style-type: none"> ➤ Apply changes to the selected court(s). ➤ Check mark Florida Middle District Court. 	 <p>The screenshot shows a blue header 'Apply Updates to Selected Courts' and a section for 'U.S. District Courts'. Under 'Florida Middle District Court(test)', there is a checked checkbox and a link to 'Load your e-filer email noticing and frequency preferences for this court below'. Below the link, the current email address is 'uscourtsflmd+attorneyfox@gmail.com', the frequency is 'Once Per Day (Daily Summary)', and the format is 'HTML'. A note states that additional email addresses must be added through the CM/ECF utility.</p>
<ul style="list-style-type: none"> ➤ Enter the Primary Email Address, Frequency, and Email Format. ➤ When accurate, click Submit. 	 <p>The screenshot shows a form titled '* Required Information'. It has four fields: Primary Email (new_email_address@email.com), Confirm Email (new_email_address@email.com), Email Frequency (Once Per Day (Daily Summ) with a dropdown arrow), and Email Format (HTML with a dropdown arrow). At the bottom are three buttons: Submit (highlighted in red), Reset, and Cancel.</p>
<ul style="list-style-type: none"> ➤ Confirmation screen 	 <p>The screenshot shows a blue header 'Update Delivery Method and Formatting Options' and a message: '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.' Below the message is a 'Close' button.</p>

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 **Florida Middle District** from your list of registered courts.

Step	Screen
<p>➤ From the PACER Maintenance tab, select Display Registered Courts.</p>	 <p>Settings Maintenance Payments Usage</p> <p>Update Personal Information Attorney Admissions / E-File Registration Update Address Information Non-Attorney E-File Registration Update E-Filed Email Noticing and Frequency Check E-File Status Display Registered Courts E-File Registration/Maintenance History</p>
<p>➤ Select “Display Registered Courts”</p>	 <p>Display Registered Courts</p> <p>U.S. District Courts Florida Middle District Court(test)</p>
<p>➤ Select the Middle District of Florida – Document Filing Link.</p>	 <p>Welcome to the U.S. District Court [TEST] for the Middle District of Florida [TEST]</p> <p>Middle District of Florida [TEST] - Document Filing System</p> <p>This is a restricted government website for official court business only. All activities of CM/ECF subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to CM/ECF, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.</p> <p>This message is contained in the file OperationNotice.htm. You may use this file to alert users to current CM/ECF operational issues.</p> <p>20August2020 Court Information</p>
<p>➤ Select the CM/ECF Utilities menu.</p>	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out</p>
<p>➤ Select Maintain Your Email.</p>	 <p>Utilities</p> <p>Your Account Maintain Your Account Maintain Your Address Maintain Your E-mail View Your Transaction Log</p>

Step	Screen
<ul style="list-style-type: none"> ➤ 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. 	
<ul style="list-style-type: none"> ➤ 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. 	

Revision Log

Date	Comments	By
2/19/21	Posted in preparation of NextGen.	NAS