

# MAINTAINING YOUR ACCOUNT

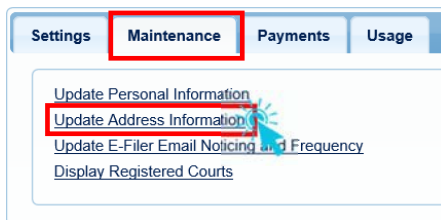
All account information, other than secondary email addresses, are held in your PACER account. **It is the attorney's responsibility to keep account information up to date.**

## Updating Address Information

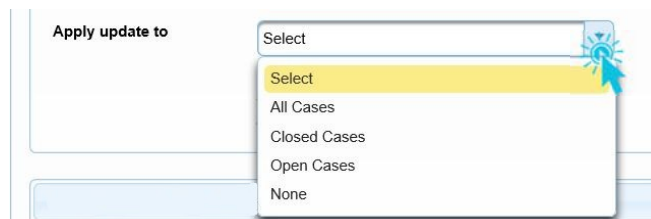
1. Navigate to [www.pacer.gov](http://www.pacer.gov). (Note that this can also be accessed through CM/ECF by clicking on **Utilities**→**Maintain Your Account**→**Edit Name and Address information**)



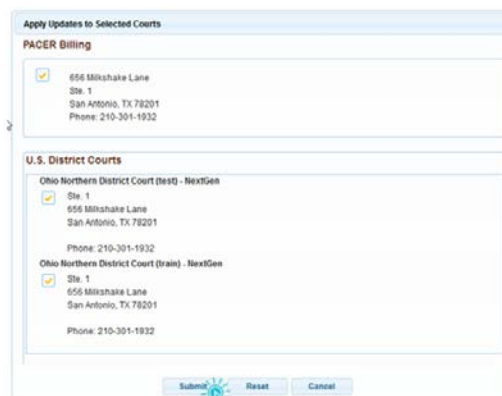
2. Click on **Manage My Account**
3. Click on the **Maintenance** tab.
4. Select **Update Address Information**



5. Use the text fields to **update the necessary information**. **\*\*List a reason for the update.\*\***
6. Select to which cases you would like to apply the updated information.



7. Check the boxes for the records and/or courts you would like to apply the updates. Ensure all the information is correct and click **Submit**. A **confirmation screen** will appear noting your submission was successful.



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## Updating Email Information

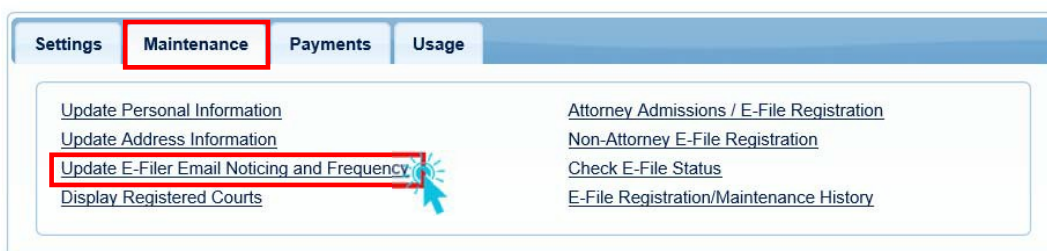
The primary email address is added and updated through PACER. Secondary email addresses are only added and updated through NextGen CM/ECF. Email addresses are used for Notices of Electronic Filing (NEF's). It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEF's.

### Updating Primary Email

1. Navigate to [www.pacer.gov](http://www.pacer.gov). Note that this can also be accessed through CM/ECF by clicking on **Utilities**→**Maintain your E-mail**



2. Click on Manage My Account
3. Click on the **Maintenance** tab.
4. Select **Update E-Filer Noticing and Frequency**



5. **Check the box** to apply your changes to the Northern District of Ohio.

Apply Updates to Selected Courts

U.S. District Courts

Ohio Northern District Court (test) - NextGen

Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)

Email ohndco+simonsnow@gmail.com

Email Frequency Once Per Day (Daily Summary)

Email Format HTML

Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

Ohio Northern District Court (train) - NextGen

Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)

Email ohndco+simonsnow@gmail.com

Email Frequency Once Per Day (Daily Summary)

Email Format HTML

Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

\* Required Information

Primary Email \*

Confirm Primary Email \*

Email Frequency \*

Email Format \*

Submit Reset Cancel

6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

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- The following confirmation screen will appear. Click **Close**.

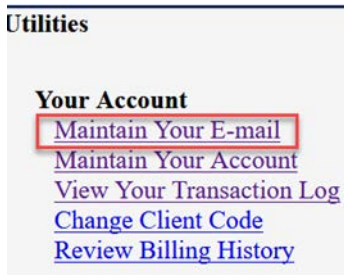


## Updating/Adding/Removing Secondary Emails

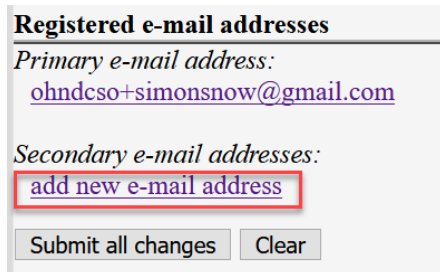
- Select the **Utilities** menu in **NextGen CM/ECF**



- Click on **Maintain Your E-mail**



- If a primary email address is listed, skip to step 4. If no primary email address is listed, click **add new e-mail address**. **Note that although primary email addresses are maintained through PACER, there must be one listed in ECF in order to add secondary addresses.** Enter the account's PRIMARY email address. Once an address is entered, the secondary email address options will appear on the left.
- Click **add new e-mail address** under **Secondary e-mail addresses**.



- Enter the **secondary email address** and change the configuration options if desired.
  - 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.

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Option	Description
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?	The court prefers that users select “Yes” so that they will receive email notifications regarding important ECF system 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
<p>Primary e-mail address:  <a href="mailto:ohndcso+simonsnow@gmail.com">ohndcso+simonsnow@gmail.com</a></p> <p>Secondary e-mail addresses:  <a href="mailto:l@ohnd.uscourts.gov">l@ohnd.uscourts.gov</a> <span style="color: red; font-weight: bold;">Click</span>  <a href="#">add new e-mail address</a></p> <p style="text-align: center;"> <input type="button" value="Submit all changes"/> <input type="button" value="Clear"/> </p>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text" value="l@ohnd.uscourts.gov"/> <span style="color: red; font-weight: bold;">Delete</span> </div> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes</p> <p>Should this e-mail address receive notice for all ca:</p> <p>How should notices be sent to this e-mail address?</p>

7. After all changes have been made, click **Submit all changes**. **DO NOT use the Back button in your browser - information will not be saved if you click Back.**

Registered e-mail addresses	Configuration options
<p>Primary e-mail address:  <a href="mailto:ohndcso+simonsnow@gmail.com">ohndcso+simonsnow@gmail.com</a></p> <p>Secondary e-mail addresses:  <a href="mailto:l@ohnd.uscourts.gov">l@ohnd.uscourts.gov</a>  <a href="#">add new e-mail address</a></p> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;"> <input type="button" value="Submit all changes"/> </div> <input type="button" value="Clear"/>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text" value="l@ohnd.uscourts.gov"/> </div> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes</p> <p>Should this e-mail address receive notice for all ca:</p> <p>How should notices be sent to this e-mail address?</p>

8. A confirmation screen will appear.

Updating person record...  
 Update Person Prid: 1000014818

The update was successful.... prid 1000014818 - Simon Snow

The update was successful....

E-mail configuration:

Primary e-mail address: **ohndcso+simonsnow@gmail.com**  
 This e-mail address will receive notices.  
 Notice will be sent to this address as a **summary report**.  
 Notice sent to this address will be formatted as **HTML**.  
 This e-mail address **will not** use the NEF filter preferences defined for Simon Snow.  
 This e-mail address **will not** receive general announcement notices from this court.  
 This e-mail address will receive notices for all cases in which Simon Snow is a participant.