



UPDATE CONTACT INFORMATION

- ✓ PACER and the District of Utah CM/ECF filing accounts must be linked.
- ✓ All account information, other than secondary email addresses, is updated in PACER. Secondary email addresses are only added and updated through the District of Utah CM/ECF system.
- ✓ Both primary and secondary email addresses are used for Notices of Electronic Filing (NEFs).
- ✓ It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEFs.
- ✓ Updating your contact information in PACER will not notify case participants of any changes to your contact information in your active cases. You will need to file a Notice of Change of Address in CM/ECF.
- ✓ It is the attorney's responsibility to keep account information current.
- ✓ **Sharing PACER account credentials with third-party service providers or designating providers as a secondary recipients of Notices of Electronic Filing (NEF) will grant access to restricted case information and documents, which could be in violation of court orders. Your PACER contact settings must keep restricted documents and other information protected consistent with court orders, the Federal Rules of Civil and Criminal Procedure, and the District of Utah Local Rules of Practice. Fee exempt users may not share the documents they obtain from PACER under the exemption unless expressly authorized by the court.**
- ✓ Please contact the Clerk's Office at 801-524-6100 with any questions.

INSTRUCTIONS ON HOW TO UPDATE CONTACT INFORMATION IN PACER

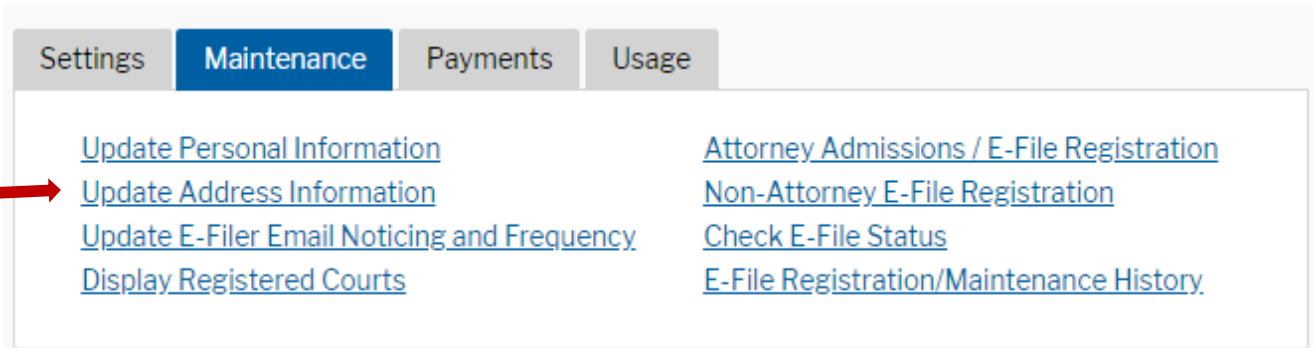
1. Navigate to www.pacer.uscourts.gov.
2. Click on **Manage Your Account** and then **Manage My Account Login**. On the next screen click **Log in to Manage My Account**.

The screenshot shows the PACER website home page. The header includes the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation menu with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and features four cards. The third card, "Manage Your Account", is highlighted with a red circle and contains a yellow starburst icon over the "Manage My Account Login" link. Below this, the "Manage My Account Login" section is shown, featuring a blue button labeled "Log in to Manage My Account" with a yellow starburst icon over it.

3. Login

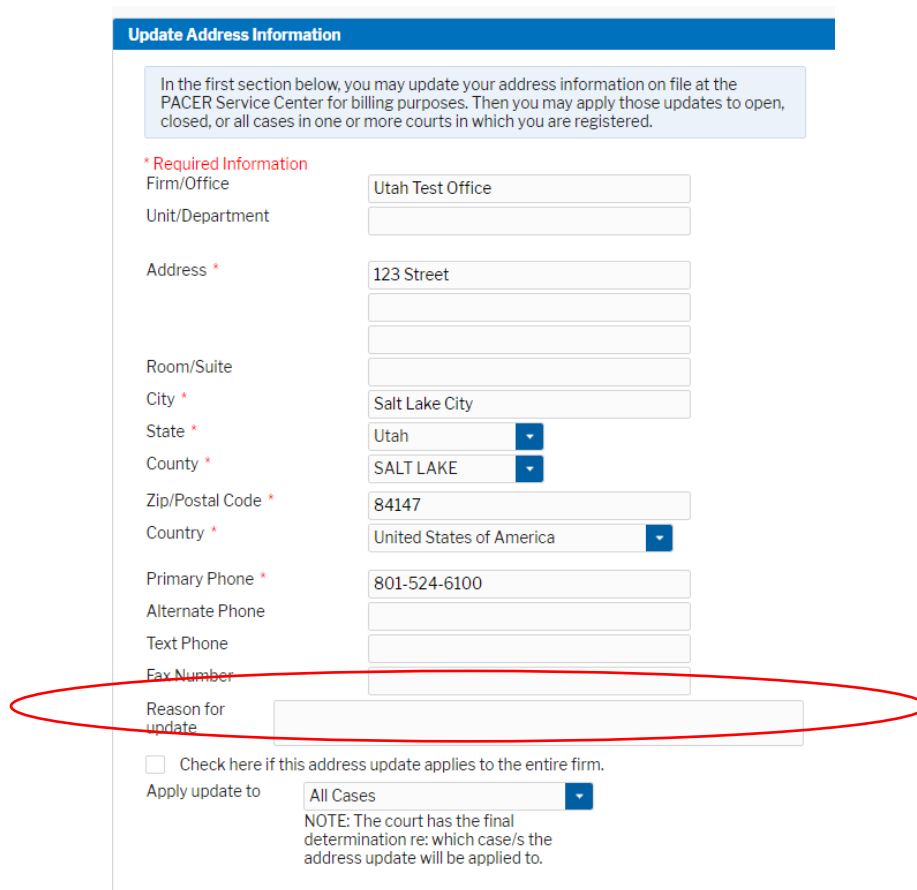
The screenshot shows the PACER login form. It has a title "Login" and a red asterisk indicating required information. There are two input fields: "Username *" and "Password *". Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". A notice at the bottom states: "NOTICE: This is a restricted government website for official PACER use only."

4. Click on the **Maintenance** tab then select **Update Address Information**.



The screenshot shows a navigation menu with four tabs: Settings, Maintenance, Payments, and Usage. The Maintenance tab is active. Below the tabs, there are two columns of links. A red arrow points to the link 'Update Address Information' in the left column. The links in the left column are: Update Personal Information, Update Address Information, Update E-Filer Email Noticing and Frequency, and Display Registered Courts. The links in the right column are: Attorney Admissions / E-File Registration, Non-Attorney E-File Registration, Check E-File Status, and E-File Registration/Maintenance History.

5. Enter your updated contact information. Before your update will be processed, you must enter a reason for the change.



The screenshot shows the 'Update Address Information' form. At the top, there is a blue header with the text 'Update Address Information'. Below the header, there is a light blue box containing the following text: 'In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.' Below this box, there is a section titled '* Required Information'. The form contains the following fields: Firm/Office (text input, value: Utah Test Office), Unit/Department (text input), Address * (text input, value: 123 Street), Room/Suite (text input), City * (text input, value: Salt Lake City), State * (dropdown menu, value: Utah), County * (dropdown menu, value: SALT LAKE), Zip/Postal Code * (text input, value: 84147), Country * (dropdown menu, value: United States of America), Primary Phone * (text input, value: 801-524-6100), Alternate Phone (text input), Text Phone (text input), Fax Number (text input), Reason for update (text input, circled in red), and a checkbox labeled 'Check here if this address update applies to the entire firm.' Below the checkbox is a dropdown menu labeled 'Apply update to' with the value 'All Cases'. At the bottom of the form, there is a note: 'NOTE: The court has the final determination re: which case/s the address update will be applied to.'

6. Select which cases the updated contact information should apply to. **The court, however, has the final determination about applying updated information to any case.**

Check here if this address update applies to the entire firm.

Apply update to All Cases

- Select
- All Cases**
- Closed Cases
- Open Cases
- None

Apply Updates to Selected PACER Billing

7. Check the boxes to update contact information for the PACER billing account and courts. Click **Submit** to complete the update.

Apply Updates to Selected Courts

PACER Billing

Utah Test Office
123 Street
Salt Lake City, UT 84147
Phone: 801-524-6100

U.S. District Courts

UTAH DISTRICT COURT

Utah Test Office
123 Street
Salt Lake City, UT 84147
Phone: 801-524-6100

8. A confirmation screen will appear noting your submission was successful.

Update Address Information

Your PACER address information has been successfully changed! Your address change has been sent to the selected courts for review and processing. Please note that this process may not be immediate, and there is a possibility that the court may not accept your change.

Close

INSTRUCTIONS ON HOW TO UPDATE EMAIL ADDRESSES

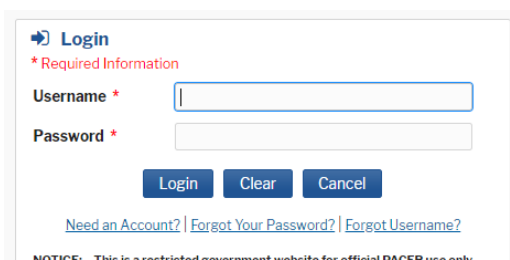
Updating Primary Email in PACER

1. Navigate to www.pacer.uscourts.gov.
2. Click on **Manage Your Account** and then **Manage My Account Login**. On the next screen click **Log in to Manage My Account**.



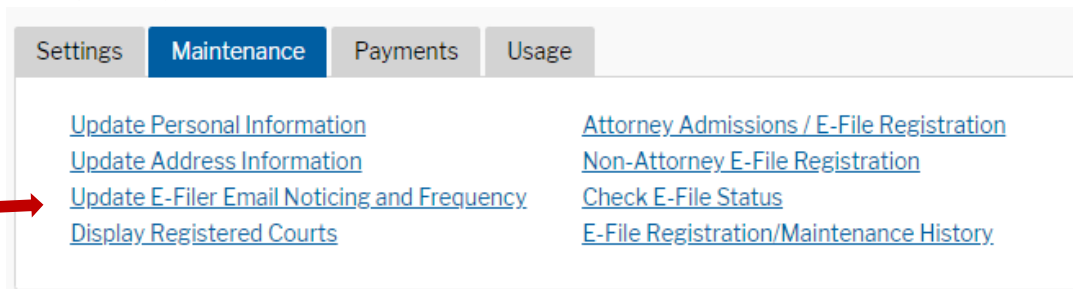
The screenshot shows the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text "Public Access to Court Electronic Records". Below the navigation bar, there is a search bar and several menu items: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and features four large buttons: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF". The "Manage Your Account" button is highlighted with a yellow star and a mouse cursor. Below this button, there is a sub-menu with four options: "Register for an Account", "Manage My Account Login", "Billing", and "Forgot Username or Password?". The "Manage My Account Login" option is also highlighted with a yellow star and a mouse cursor. Below the "Manage My Account Login" button, there is a section titled "Manage My Account Login" with a description: "Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically." Below this description, there is a button labeled "Log in to Manage My Account" which is highlighted with a yellow star and a mouse cursor.

3. Login



The screenshot shows the PACER login form. It has a title "Login" and a sub-header "* Required Information". There are two input fields: "Username *" and "Password *". Below the input fields, there are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". Below the links, there is a small notice: "NOTICE: This is a restricted government website for official PACER use only."

- Click on the **Maintenance** tab then select **Update E-Filer Email Noticing and Frequency**.



Settings Maintenance Payments Usage

- [Update Personal Information](#)
- [Update Address Information](#)
- [Update E-Filer Email Noticing and Frequency](#)
- [Display Registered Courts](#)
- [Attorney Admissions / E-File Registration](#)
- [Non-Attorney E-File Registration](#)
- [Check E-File Status](#)
- [E-File Registration/Maintenance History](#)

- Check the box** to apply your changes to the District of Utah. Enter and confirm the **Primary Email Address**, select frequency and format preferences to receive NEFs, and click **Submit** to finish the update.

Update E-Filer Email Noticing and Frequency

Use the fields below to update your primary email address and preferences for receiving case notifications.

Note: If you want any of your preferences (i.e., email, frequency, email format) to vary from court to court, you will need to do so individually by selecting the court, performing your updates, and then clicking Submit.

You will then need to re-enter this page and follow the same steps for the next court.

Apply Updates to Selected Courts

U.S. District Courts

UTAH DISTRICT COURT
 Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)
Email utdpacer+utdattwo@gmail.com
Email Frequency At The Time of Filing (One Email per Filing)
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 Email *

Email Frequency *

Email Format *

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

Update Delivery Method and Formatting Options

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.

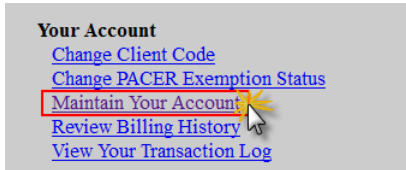
Close

Updating or Adding Secondary Emails in CM/ECF

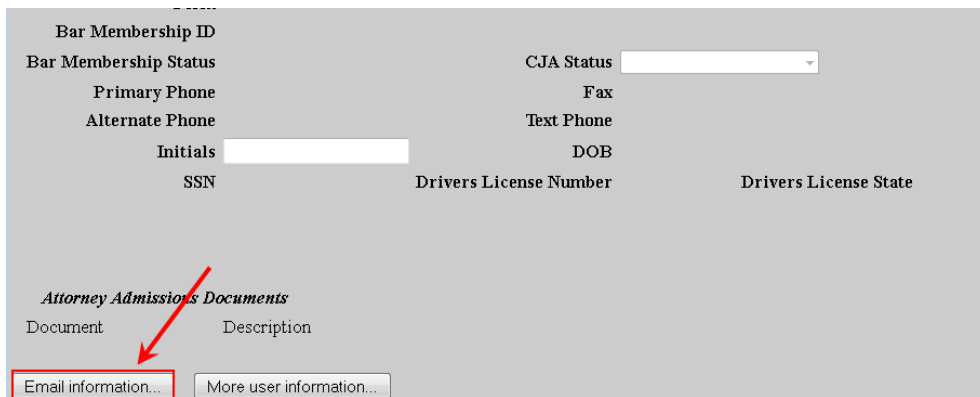
1. Select the **Utilities** menu in ECF



2. Click on **Maintain Your Account.**



3. Click **Email information** at the bottom of the screen.



4. If a primary email address is listed, skip to step 6. 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 CM/ECF in order to add secondary addresses.**
5. Enter a primary email address. Once a primary address is entered, the options to add a secondary email address will appear.
6. Click **add new e-mail address** under **Secondary e-mail addresses**.



Registered e-mail addresses

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

Secondary e-mail addresses:
[add new e-mail address](#)

7. 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 and secondary email addresses will not receive notices of electronic filing (NEFs)—this is not recommended.
Should this e-mail address receive notice for all cases in which this individual is a participant?	Select yes to receive NEFs in all active cases. If no, enter the case specific information in the box below.
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. 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.

8. If you need to **remove a secondary email address**, click on the address on the left and delete it in the text box on the right.

Email Information for John Smith

Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> testattorney@test.com</p> <p><i>Secondary e-mail addresses:</i> test@test.com CLICK add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p>test@test.com DELETE</p> <p>Should this e-mail address receive general announcement notices from this court?</p> <p>Should this e-mail address receive notices from this court?</p> <p>How should notices be sent to this e-mail address?</p> <p>In what format should notices be sent to this e-mail address?</p>

9. 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
<p><i>Primary e-mail address:</i> testattorney@test.com</p> <p><i>Secondary e-mail addresses:</i> test@test.com add new e-mail address</p>	<p>test@test.com</p> <p>Should this e-mail address receive notices?</p> <p>Should this e-mail address receive notices?</p> <p>How should notices be sent to this e-mail address?</p> <p>In what format should notices be sent to this e-mail address?</p>
<p>Return to Person Information Screen Clear</p>	

10. 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	DOB
SSN	Drivers License Number
Attorney Admissions Documents	
Document	Description
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>
<input type="button" value="Submit"/>	