

**U.S. District Court
District of New Hampshire**

Maintaining Your Account

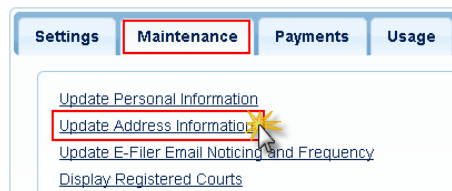
All account information, other than secondary email addresses, is held in your PACER account. **It is the attorney's responsibility to keep account information up to date.**

Updating Address Information

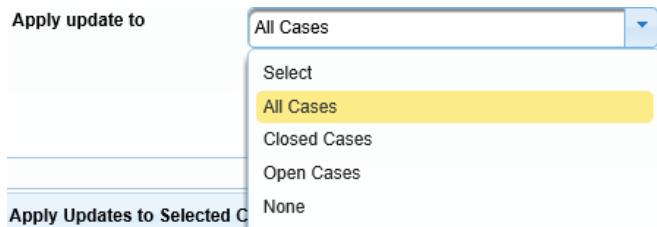
1. Navigate to www.pacer.gov. Note that this can also be accessed through ECF by clicking on **Utilities>Maintain Your Account**.
2. Click on **Manage My Account**.



3. Click on the **Maintenance** tab.
4. Select **Update Address Information**.



5. Use the text fields to **update the necessary information**. ****Please list a reason for the update.****
6. Apply the update to **All Cases** so that the information is updated in each case.



7. Check all boxes so that the update is applied to your PACER billing and each court that your account is associated with. Ensure all of the information is correct. Click Submit. A confirmation screen will appear noting submission was successful.

Apply Updates to Selected Courts

PACER Billing

99 Brattle Street
Suite 5055
Cambridge, MA 02148
Phone: 617-555-5555

U.S. District Courts

New Hampshire District Court (test) - NextGen

99 Brattle Street
Suite 5055
Cambridge, MA 02148
Phone: 617-555-5555

Updating Email Information

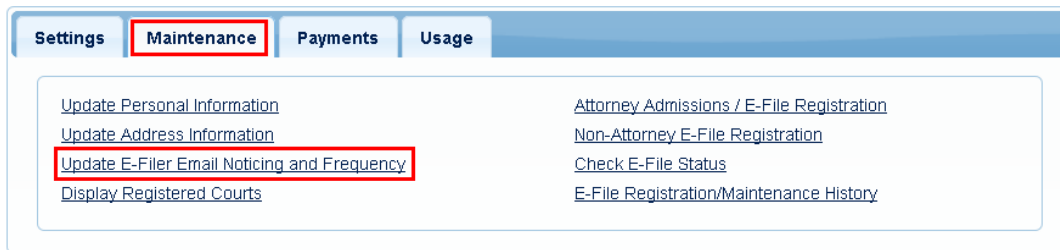
The primary email address is added and updated through PACER. **Secondary email addresses are only added and updated through ECF.** Email addresses are used for Notices of Electronic Filing (NEFs). It is recommended that all accounts include a primary email address and at least one secondary email address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

Updating Primary Email

1. Navigate to www.pacer.gov. Note that this can also be accessed through ECF by clicking on **Utilities>Maintain Your Account**.
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 District of New Hampshire.
6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

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

New Hampshire 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 [redacted]@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**

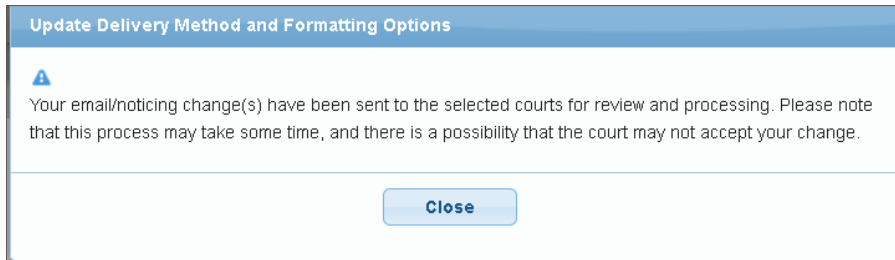
Primary Email *

Confirm Primary Email *

Email Frequency *

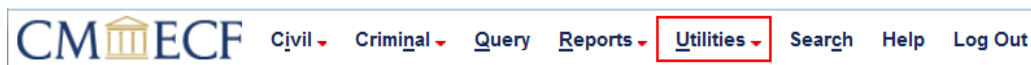
Email Format *

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

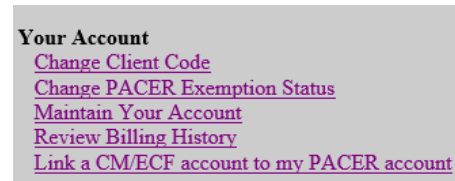


Updating/Adding Secondary Emails

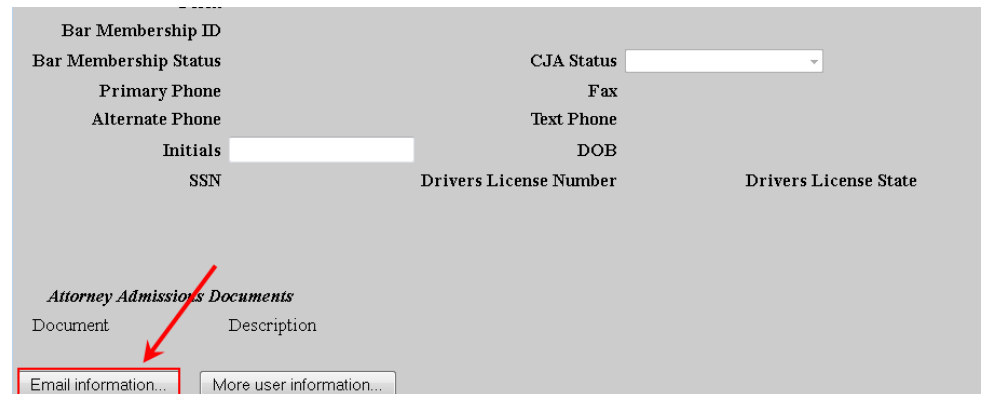
1. Select the **Utilities** menu in ECF.



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 5. 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.
5. Click **add new e-mail address** under **Secondary e-mail addresses**.


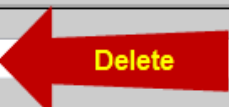


6. Enter the **secondary email address** and change the configuration options if desired.

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 email address will not receive notices of electronic filing (NEFs)—this is not recommended.
How should notices be sent to this e-mail address?	<u>Per Filing</u> : Email sent for each individual filing <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?” 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 No: no email will be sent unless there were filings
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?	Select Yes in order to receive email notifications regarding important ECF information such as down-time and upgrades.

7. 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: testuser@testuser.com</p> <p>Secondary e-mail address: attorneystaff@test.com  add new e-mail address</p> <p><input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/></p>	<p><input type="text" value="attorneystaff@test.com"/> </p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> P</p>

8. 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>Primary e-mail address: testuser@testuser.com</p> <p>Secondary e-mail addresses: attorneystaff@test.com add new e-mail address</p> <p>Return to Person Information Screen <input type="button" value="Clear"/></p>	<p><input type="text" value="attorneystaff@test.com"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> P</p>

9. 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 <input type="text"/>
Primary Phone	Fax
Alternate Phone	Text Phone
Initials <input type="text"/>	DOB
SSN	Drivers License Number
Attorney Admissions Documents	
Document	Description
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>
<input checked="" type="button" value="Submit"/>	