Adding or Deleting a Secondary E-Mail Recipient from

NextGen CM/ECF

PLEASE NOTE: **Primary** account information: e-mail address, name, address and phone number are updated <u>VIA PACER</u>. Only secondary e-mail addresses are maintained via CM/ECF for each court.
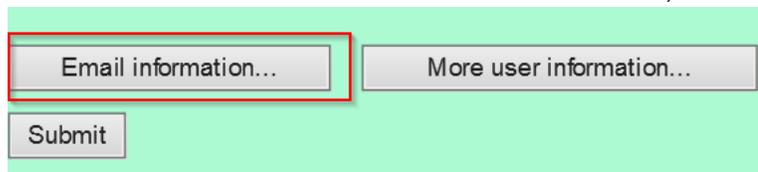
1. Log into NextGen CM/ECF with your PACER login and password.
2. Select the Utilities Menu from the header bar.
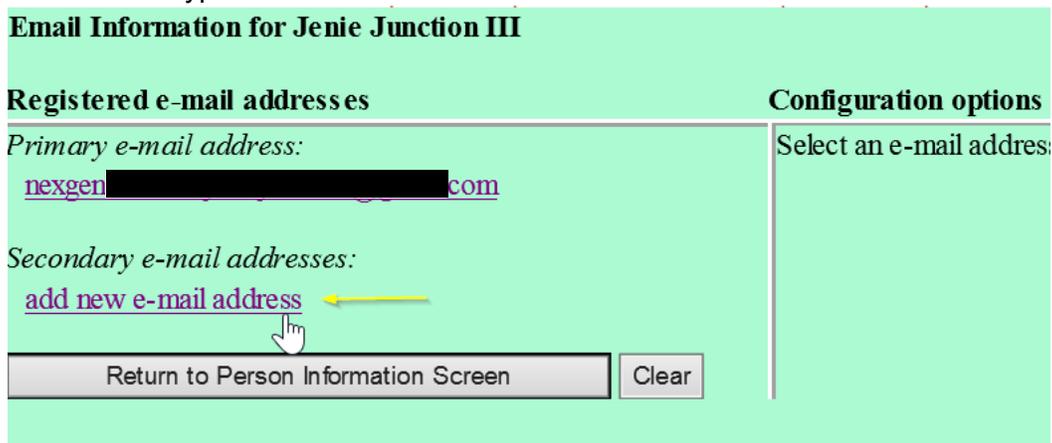

3. Select "Maintain Your Account"

4. At the bottom left of the Person Information Screen, select "Email Information"

5. Click on the hyperlink "add new e-mail address"

6. The configuration screen will open on the right, enter the e-mail address there. You must then select "Return to Person Information Screen"

Registered e-mail addresses

Primary e-mail address:
nexgen███████████com

Secondary e-mail addresses:
secondaryemail@gmail.com
add new e-mail address

Return to Person Information Screen

Clear

Configuration options

secondaryemail@gmail.com

Should this e-mail address receive notices? ◉ Yes ○ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ◉ Yes ○ No

How should notices be sent to this e-mail address? ◉ Per Filing ○ Summary Report

In what format should notices be sent to this e-mail address? ◉ HTML ○ Text

Should this e-mail address receive general announcement notices from this court? ◉ Yes ○ No

7. Click "Submit," located on the bottom left of the Person Information Screen.

Email information...　　　More user information...

Submit

To remove a secondary e-mail address, click on the e-mail hyperlink and then delete the email from the Configuration options. Select Return to Person Information Screen, and from that screen select "Submit."