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.

	CMmECF Civil Criminal Query Reports Utilities Search Help Log Out				
3.	Select "Maintain Your Account" CMmECF Civil Criminal Query Reports Utilities Search Help Log Out				
	Utilities				
	Next Gen Financial NextGen Release 1.1 Menu Items Internet Payment History				
	Your Account Mis cellaneous				
	Change Chent Code Mainings Maintain Your Account RSS Feed				
	Review Billing History Verify a Document View Vorm Transaction Loss Verify a Document				
	Vew rou maisacuon Log				
4.	At the bottom left of the Person Information Screen, select "Email Information"				
	Email information More user information				

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

Submit

Email Information for Jenie Junction III			
Registered e-mail addresses	Configuration options		
Primary e-mail address:	Select an e-mail address		
nexgen com			
Secondary e-mail addresses: add new e-mail address			
Return to Person Information Screen Clear			

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 0	Configuration options
Primary e-mail address:	secondaryemail@gmail.com
nexgen com	
Secondary e-mail addresses:	Should this e-mail address receive notices? • Yes O No
secondaryemail@gmail.com	Should this e-mail address receive notice for all cases in which this individual is a participant? • Yes O No
add new e-mail address	
Poturn to Porcon Information Scroon	How should notices be sent to this e-mail address? • Per Filing O Summary Report
Clear	In what format should notices be sent to this e-mail address? $ullet$ HTML $igcar{}$ Text
	Should this e-mail address receive general announcement notices from this court? • Ves O No
N	
Click "Submit," located on the be	ottom 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."