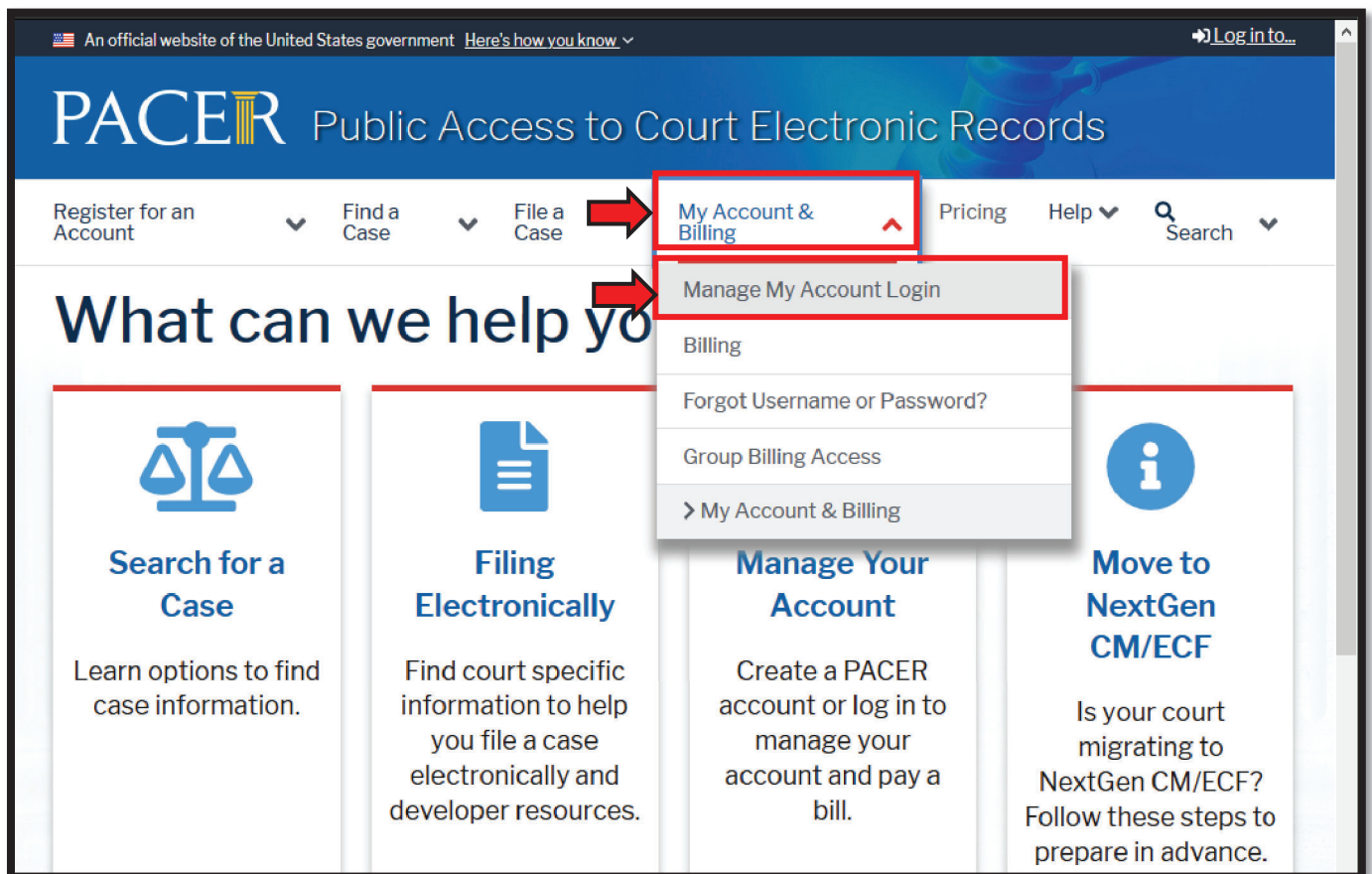


## MAINTENANCE FEATURES IN PACER

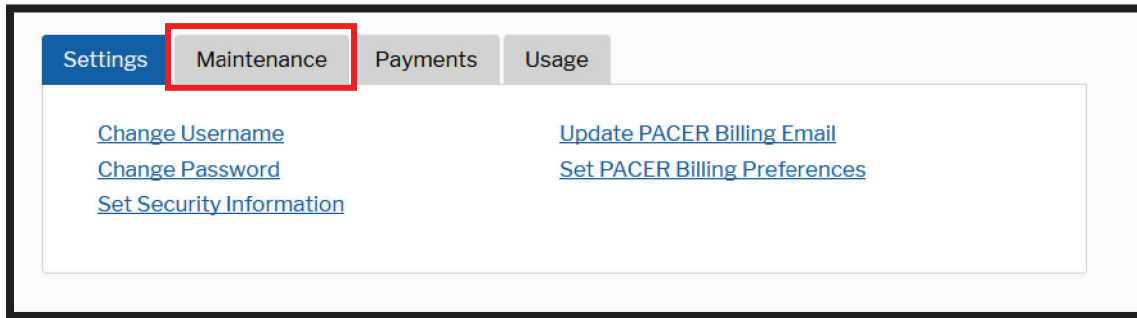
The maintenance features are one aspect of managing your account in PACER. You can perform several functions such as: updating your personal information, updating your address or email information, and/or request e-filing privileges with a NextGen CM/ECF court. If you are registered with a NextGen CM/ECF court, you will be able to view a list of your registered courts as well as update your information in those courts.

### Locating the Maintenance Tab

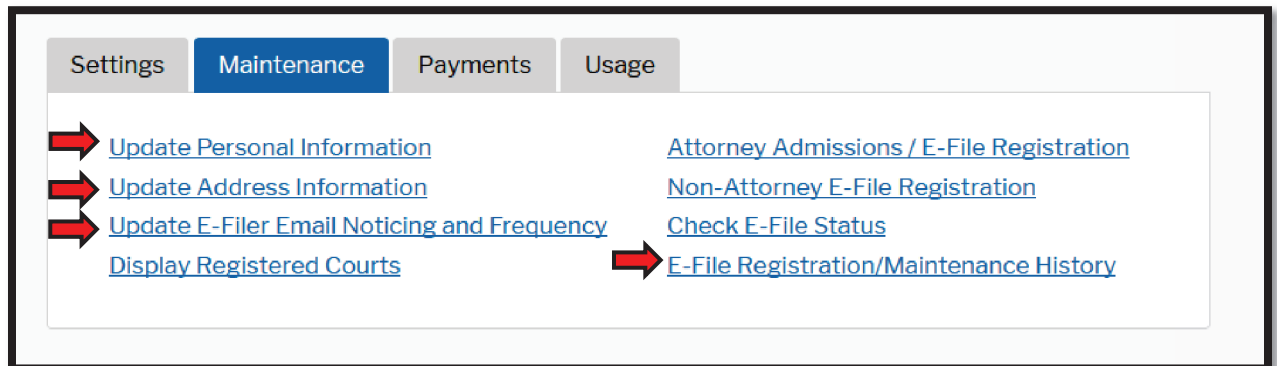
**STEP 1** To manage your PACER account, go to [www.pacer.gov](http://www.pacer.gov). On the PACER home page, click **My Account & Billing**, then select **Manage My Account Login** from the dropdown. When prompted, enter your PACER username and password, then click Log In.



**STEP 2** Once logged in, click on the Maintenance tab.



**STEP 3** Locate the maintenance options. You will be able to update personal and address information, apply for attorney admissions, and request e-filing permissions. In addition, if you are registered in a NextGen CM/ECF court, you will be able to view a list of these courts and update information in those courts.



## Update Personal Information

This utility allows you to update your name, generation, prefix and suffix at any time. If you are registered in a NextGen CM/ECF court, any changes made to your personal information will be sent to those courts.

**NOTE:** The court(s) may or may not accept the change(s) submitted.

**STEP 1** Click *Update Personal Information*. Review the information listed and make any changes as necessary.

**Update Personal Information**

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

**\* Required Information**

Prefix

First Name \*

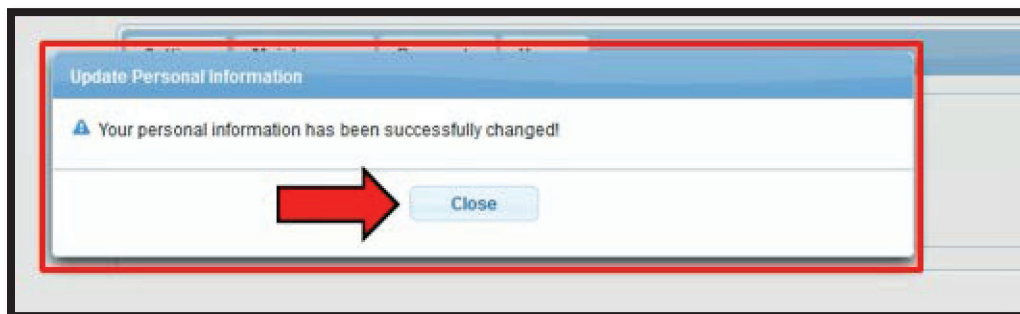
Middle Name

Last Name \*

Generation

Suffix

**STEP 2** Once your changes have been made, click Submit to finalize your changes. A window will appear confirming that your personal information has been changed.



## Update Address Information

Here, you can update the name of your law firm, or office, if it applies. In addition, you may update your personal or work address information and phone numbers. This utility allows you apply those updates to your PACER billing and to any NextGen CM/ECF courts in which you are registered.

**STEP 1** Click *Update Address Information*. Review the information listed and make any changes as necessary.

**STEP 2** Fill in the required fields, as well as any others, if necessary.

**NOTE:** When updating your address for a NextGen court, the court *may* require entry for **Reason for update** and a selection for **Apply update to** dropdown. The court has the final determination re: which case(s) the address update will be applied to.

**Update Address Information**

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.

**\* Required Information**

Firm/Office: PACER Test Firm

Unit/Department: [Empty]

Address \*: 123 Uncle Sam Way

Room/Suite: [Empty]

City \*: Washington

State \*: District of Columbia

County \*: DISTRICT OF COLU

Zip/Postal Code \*: 20001

Country \*: United States of America

Primary Phone \*: 202-555-1234

Alternate Phone: [Empty]

Text Phone: [Empty]

Fax Number: [Empty]

Reason for update: [Empty]

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

Apply update to: [Select] (Dropdown menu open showing: Select, All Cases, Closed Cases, Open Cases, None)

Apply Updates to Selection

PACER Billing

**STEP 3** Under *Apply Updates to Selected Courts*, check the box(es) for PACER and/or any courts listed that you wish to update. Next to each option, the current address on file is displayed. Once complete, click Submit to apply your changes.

**NOTE:** Updates applied to the court(s) are sent to and processed by the court. These updates may not be immediate.

### Apply Updates to Selected Courts

#### PACER Billing

  PACER Test Firm  
123 Uncle Sam Way  
Washington, DC 20001  
Phone: 202-555-1234

#### U.S. Bankruptcy Courts

##### Nebraska Bankruptcy Court (test) - NextGen

  PACER Test Firm  
123 Uncle Sam Way  
Washington, DC 20001  
Phone: 202-555-1234



## Update E-Filer Email Noticing and Frequency

This utility allows you to update your primary and secondary (Appellate courts only) email preferences for the Notices of Electronic Filing or Notices of Docket Activity (NEF/NDA) in your registered NextGen CM/ECF courts.

- STEP 1** Click *Update E-Filer Email Noticing and Frequency*. Under Apply Updates to Selected Courts, review the current preferences listed. Check the box(es) to select the court(s) you to which you want to apply updates.

### 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. Circuit Courts Of Appeals

  **U.S. Court Of Appeals, Dc Circuit (test) - NextGen**  
Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)  
Email  
Email Frequency Once Per Day (Daily Summary)  
Email Format HTML

#### U.S. District Courts

  **Connecticut 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  
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.

**STEP 2** Enter and confirm the primary email to be noticed. Select your preference for the *Email Frequency* and *Email Format*. Once completed, click Submit to apply your updates to the selected NextGen CM/ECF courts.

**NOTE:** Additional Email Addresses are optional and currently only available for the U.S. Court of Appeals. For District/Bankruptcy courts, these emails must be added through the CM/ECF Maintain Your Account utility.

**\* Required Information**

Primary Email \*

Confirm Email \*

Email Frequency \*  ▼

Email Format \*  ▼

Additional Email Addresses

Confirm Additional Email Addresses

## Display Registered Courts

This utility shows a list of all the NextGen CM/ECF courts for which you are registered.

Click *Display Registered Courts* to see a list of NextGen CM/ECF courts for which you have been granted e-filing privileges. Clicking on a court hyperlink will take you directly to that court's NextGen CM/ECF landing page. When you log in, you will be presented with the courts' NextGen CM/ECF menus.

**Display Registered Courts**

<p><b>U.S. Circuit Courts Of Appeals</b></p> <p><a href="#">U.S. Court Of Appeals, Dc Circuit (test) - NextGen</a></p> <p><a href="#">U.S. Court Of Appeals, Eleventh Circuit (test) - NextGen</a></p> <p><a href="#">U.S. Court Of Appeals, Ninth Circuit (train) - NextGen</a></p> <p><a href="#">U.S. Court Of Appeals, Sixth Circuit (test) - NextGen</a></p>	<p><b>U.S. District Courts</b></p> <p><a href="#">Connecticut District Court (test) - NextGen</a></p> <p><a href="#">Louisiana Western District Court (train) - NextGen</a></p> <p><a href="#">Maine District Court (test) - NextGen</a></p> <p><a href="#">Minnesota District Court (test) - NextGen</a></p> <p><a href="#">Missouri Eastern District Court (test) - NextGen</a></p> <p><a href="#">Missouri Western District Court (test) - NextGen</a></p> <p><a href="#">New York Eastern District Court (test) - NextGen</a></p> <p><a href="#">New York Northern District Court (test) - NextGen</a></p> <p><a href="#">Washington Western District Court (test) - NextGen</a></p> <p><a href="#">Washington Western District Court(train) - NextGen</a></p>
<p><b>U.S. Bankruptcy Courts</b></p> <p><a href="#">Alabama Northern Bankruptcy Court (test) - NextGen</a></p> <p><a href="#">Alaska Bankruptcy Court (test) - NextGen</a></p> <p><a href="#">Alaska Bankruptcy Court (train) - NextGen</a></p> <p><a href="#">Indiana Southern Bankruptcy Court (test) - NextGen</a></p> <p><a href="#">Mississippi Northern Bankruptcy Court (test) - NextGen</a></p> <p><a href="#">Nebraska Bankruptcy Court (test) - NextGen</a></p>	

[Done](#)

## Check E-File Status

This utility allows you to check your current e-filing status in your NextGen CM/ECF courts.

Click *Check E-File Status* to view your registered courts. Next to each court, click Check to retrieve your status from that court. Depending on the status, you may see any of the following: Active, Pending, Suspended, Rejected, Not Active, or Not Available. If you have any questions about your status, contact the respective court.

**NOTE:** Some courts may offer the ability to Request Deactivation. Clicking on this option will send the court a request to deactivate your filing privileges. Please make absolutely sure before clicking Request Deactivation.

**Check E-File Status**

Court Type ▲	Court ⇅	Status
U.S. Appellate Courts	U.S. Court Of Appeals, Sixth Circuit (test) - NextGen	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 10px;">→</div> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #0056b3;">Check</div> </div>
U.S. Appellate Courts	U.S. Court Of Appeals, Ninth Circuit (train) - NextGen	Not Available
U.S. Appellate Courts	U.S. Court Of Appeals, Eleventh Circuit (test) - NextGen	<div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 10px;">→</div> <div style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #0056b3;">Request Deactivation</div> </div>



## E-File Registration/Maintenance History

You may review a record of any changes made to the NextGen CM/ECF courts to which you are registered, including the date they were submitted and processed.

**STEP 1** Click *E-File Registration/Maintenance History*. Review your updates below. Click on any of the requests to view more information.

**E-File Registration/Maintenance History**

The table below provides a listing of your e-file registration and maintenance requests. A **"Pending"** status indicates the request is pending action by the court. A **"Processed"** status indicates the request has been processed by the court; it does not indicate that your filing status is **"Active"** at this court. Review your filing status [here](#).

Court ↕	Description ↕	Date Submitted ↕	Status ↕
Nebraska Bankruptcy Court (test)	noticing	06/16/2020	Processed
Louisiana Western District Court (train)	registration	04/21/2020	Processed
Oregon District Court (test)	registration	04/17/2020	Processed
New York Northern District Court (train)	registration	04/14/2020	Processed
Mississippi Northern Bankruptcy Court (test)	registration	03/24/2020	Resent
Mississippi Southern Bankruptcy Court (test)	registration	03/24/2020	Rejected
Alaska Bankruptcy Court (test)	noticing	03/12/2020	Processed
Alaska Bankruptcy Court (train)	noticing	03/12/2020	Processed
Indiana Southern Bankruptcy Court (test)	noticing	03/12/2020	Resent
Alaska Bankruptcy Court (test)	noticing	02/04/2020	Processed
Alaska Bankruptcy Court (train)	noticing	02/04/2020	Processed
Washington Western District Court (test)	registration	01/02/2020	Resent
Washington Western District Court(train)	registration	12/24/2019	Processed
Alaska Bankruptcy Court (test)	noticing	12/18/2019	Processed
Alaska Bankruptcy Court (train)	noticing	12/18/2019	Processed
Maine District Court (test)	registration	11/06/2019	Processed
New York Southern District Court (train)	registration	10/28/2019	Processed
New York Southern District Court (train)	registration	10/28/2019	Closed
Alaska Bankruptcy Court (test)	noticing	10/16/2019	Processed
Alaska Bankruptcy Court (test)	noticing	10/16/2019	Processed

(1 of 8)

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Done