



## U.S. District Court, District of Colorado

### Attorneys and Pro Se E-filers: Updating Personal Information, Address or E-mail

**PLEASE NOTE: Beginning August 2, 2021, you will need to submit all changes of contact information through your PACER account.** Court staff can no longer make contact changes by request or as the result of the filing of a Notice of Change of Contact Information in an active case. Counsel still need to inform the court and other attorneys or litigants of the contact change by filing a Notice of Change of Contact Information in any active case in which you are counsel of record, pursuant to local rule D.C.COLO.LAttyR 5(c).

Filing your contact change through PACER is the only method to ensure your change in contact information applies to all CM/ECF NextGen courts, and more importantly, ensures your PACER account is updated with your new information. **SEE INSTRUCTIONS BELOW.**

#### ❖ Updating Email Information:

This feature is used to update primary email address, email frequency (after each transaction or daily summary) and email format (HTML or Text)

The E-filer should log in to their PACER account:

- Select **Manage My Account** at the top of the PACER screen
- Select **Maintenance** Tab
- Select **Update E-Filer Email Noticing and Frequency**



The E-Filer will update their information and click **Submit**. The change is not immediate. Court will process the changes.

Court staff will receive the E-mail Update and process/update the information in CM/ECF.

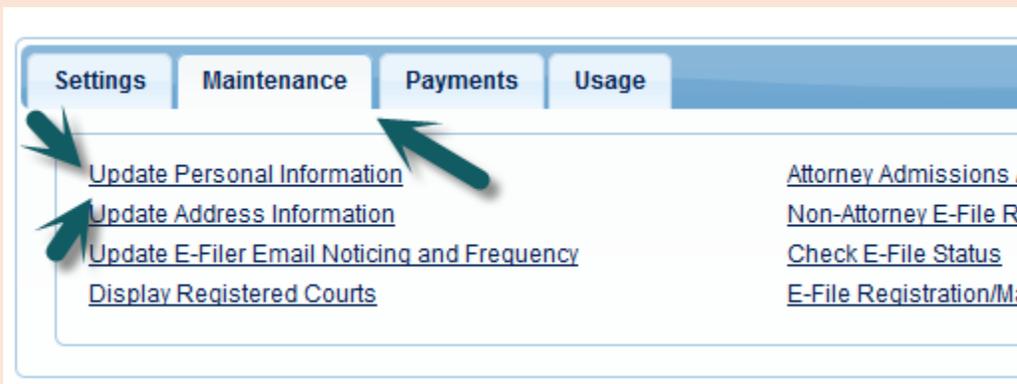
**Note: This feature cannot be used to add a secondary email address to an Attorney or E-Filer's account. To add a secondary email address to their account, the user is able to do it through CM/ECF directly under Utilities, Maintain Your CM/ECF account. Select the Email Information link.**

❖ **Updating Personal Information or Update Address Information:**

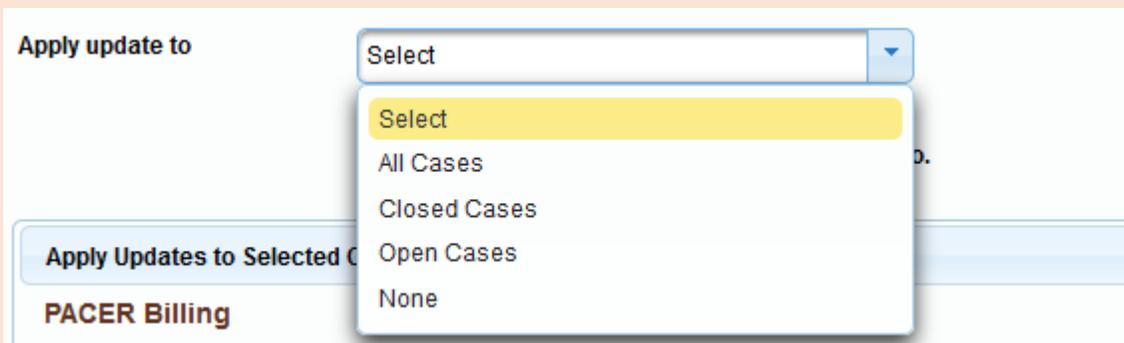
An E-filer can update their personal information to change their name and update **address, including law firm information**, to change their address in CM/ECF and in PACER. **NOTE: court staff to do not make address, phone or e-mail changes for E-filers, including attorneys.**

The E-filer should log in to their PACER account:

- Select **Manage My Account** at the top of the PACER screen
- Select **Maintenance** Tab
- Select **Update Personal Information** (to change name) or **Update Address Information** to update their address.



During the update address screen, the E-filer must select if they want to update open cases, all cases, closed cases or none.



**EXTREMELY IMPORTANT POINT: E-filers must also select where to apply the update. It is best to select “ALL COURTS” by making that selection (avoids confusion and misdirected noticing in the future).**

(for purposes of this example, 50 Walnut Street, Denver, Colorado is the E-filer’s address, not the address of the court).

The screenshot shows a web interface for updating PACER information. At the top, there is a header "Apply Updates to Selected Courts". Below it, the "PACER Billing" section contains a checkbox and the address "50 Walnut Street, Denver, CO 80202" (with "Denver, CO 80202" highlighted in a red box), and the phone number "973-555-1111". The "U.S. District Court" section contains a dropdown menu with "District of Colorado" selected (highlighted in a red box) and a "- NextGen" label. Below the dropdown is another checkbox and the same address "50 Walnut Street, Denver, CO 80202" (with "Denver, CO 80202" highlighted in a red box), and the phone number "973-555-1111".

Once the E-filer has clicked **Submit**, the confirmation screen will display:



Court staff will see the request to update and will activate the update.

After the court activates the user's update request, **Maintain User Accounts** in CM/ECF is updated.

**NOTE: You must make your own changes to your e-mail and address through PACER** so that PACER and CM/ECF can be updated. If court staff make changes directly in CM/ECF those changes do not get changed in the E-filer's nation-wide PACER account.

When court staff activate an account for a new e-filer, the user has already created a login and password in PACER themselves. Court staff do not create a temporary password for the user that the user would need to change. **E-filers create their own username and password when registering for PACER before they apply to be able to e-file in individual Courts.**

**FINAL NOTE:** Attorneys and Pro Se E-filers cannot change their password in CM/ECF, the password is always changed through PACER. E-filers must go to PACER as well if they forget their password. Court staff cannot issue new passwords.