



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

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

#### ❖ 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.

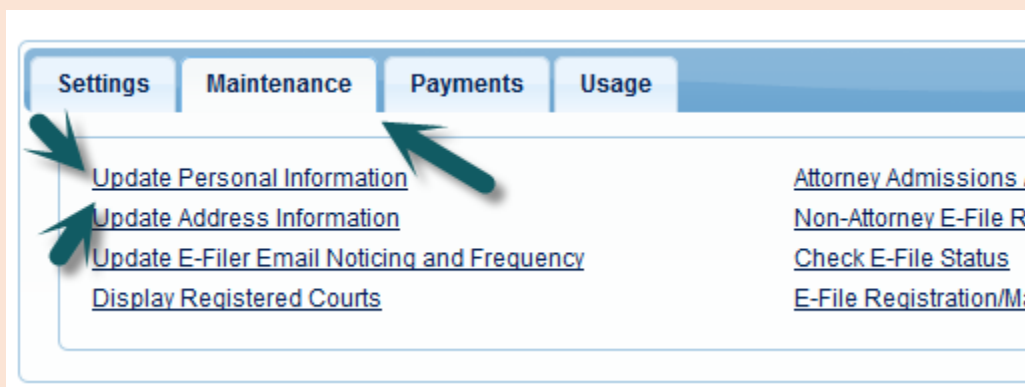
**Note: This feature cannot be used to add a secondary email address to an Attorney or E-Filer's account. To add a secondary email address to their account, the user is able to do it through CM/ECF directly under Utilities, Maintain Your CM/ECF account. Select the Email Information link.**

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

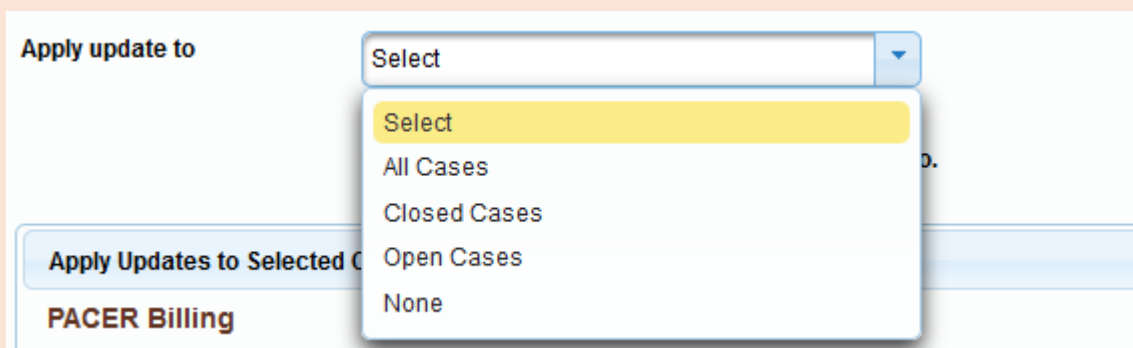
An E-filer can update their personal information to change their name and update **address, including law firm information**, to change their address in CM/ECF and in PACER. **NOTE: court staff to do not make address, phone or e-mail changes for E-filers, including attorneys.**

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, Newark, NJ was the E-filer’s address, not the address of the court).

**Apply Updates to Selected Courts**

**PACER Billing**

50 Walnut Street  
Denver, CO 80202  
Phone: 973-555-1111

**U.S. District Court**

District of Colorado - NextGen  
50 Walnut Street  
Denver, CO 80202  
Phone: 973-555-1111

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

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

**Update Address Information**

 Your PACER address information has been successfully changed! Your address change has been sent to the selected courts for review and processing. Please note that this process may take some time, and there is a possibility that the court may not accept your change.

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by the Administrative Office of the U.S. Courts, PACER Service Center.  
is to provide information about locating and filing cases in U.S. federal courts.



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

This is an example of after their address was changed:

The screenshot shows a web interface with a light blue header bar that reads "Apply Updates to Selected Courts". Below this, the "PACER Billing" section contains a checkbox and the address "50 Walnut Street", "Denver, CO 80202", and "Phone: 973-555-1111". The "U.S. District Court" section shows a dropdown menu with "District of Colorado" selected, followed by "- NextGen". Below this, another checkbox is present, along with the address "50 Walnut Street", "Denver, CO 80202", and "Phone: 973-555-1111". Red boxes highlight the address fields in both sections.

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

**NOTE: You must make your own changes to email and address through PACER so that PACER and CM/ECF can be updated. If court staff make changes directly in CM/ECF or, 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 them that they 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, 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.