

Maintaining Your CSO Account

All account information, other than secondary email addresses, is held in your CSO account. **It is the attorney's responsibility to keep account information up to date.**

Updating Address Information

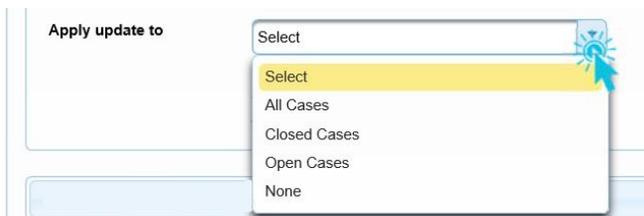
1. Navigate to www.pacer.gov. Note that this can also be accessed through ECF by clicking on **Utilities>Manage your PACER Account**



2. Click on **Manage My Account**
3. Click on the **Maintenance** tab.
4. Select **Update Address Information**



5. Use the text fields to **update the necessary information**. ****Please list a reason for the update.****
6. Select to which cases you would like to apply the updated information.



7. Check the boxes noting to which records/courts you would like to apply the updates. Ensure all of the information is correct, and click **Submit**. A **confirmation screen** will appear noting your submission was successful.



Updating Email Information

The primary email address is added and updated through PACER. Secondary email addresses are only added and updated through ECF. Email addresses are used for Notices of Electronic Filing (NEF's). It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEF's.

Updating Primary Email

1. Navigate to www.pacer.gov. Note that this can also be accessed through ECF by clicking on Utilities>Manage your PACER Account



2. Click on Manage My Account
3. Click on the **Maintenance** tab.
4. Select **Update E-File Noticing and Frequency**



5. **Check the box** to apply your changes to the Western District of TN.

6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

7. The following confirmation screen will appear. Click **Close**.



Updating/Adding Secondary Emails

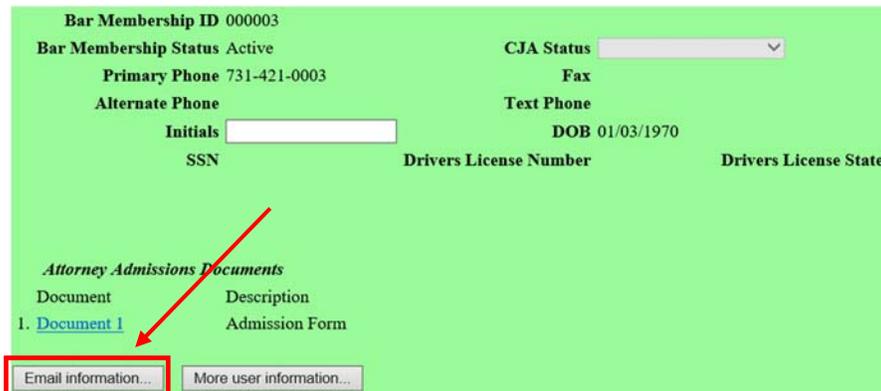
1. Select the **Utilities** menu in ECF



2. Click on **Maintain Your Account**



3. Click **Email information** at the bottom of the screen.



4. If a primary email address is listed, skip to step 5. If no primary email address is listed, click **add new e-mail address**. **Note that although primary email addresses are maintained through PACER, there must be one listed in ECF in order to add secondary addresses.** Enter the account's PRIMARY email address. Once an address is entered, the secondary email address options will appear on the left.

5. Click **add new e-mail address** under **Secondary e-mail addresses**.

Registered e-mail addresses

Primary e-mail address:
nextgentestatty@gmail.com

Secondary e-mail addresses:
[add new e-mail address](#)

Return to Person Information Screen Clear

6. Enter the **secondary email address** and change the configuration options if desired.

- a. **Configuration Options:**

Option	Description
Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs)—this is not recommended.
How should notices be sent to this e-mail address?	<u>Per Filing</u> : Email sent for each individual filing <u>Summary Report</u> : One daily email listing all transactions for that day, sent on the following day NOTE: If the Summary Report is selected, an additional prompt appears, “Should this e-mail address receive a ‘no activity’ notice when no summary noticing occurs?” Yes: an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices No: no email will be sent unless there were filings
In what format should notices be sent to this e-mail address?	Controls the format of the emails—HTML is generally preferred.
Should this e-mail address receive general announcement notices from this court?	The court prefers that users select Yes so that they will receive email notifications regarding important ECF system information such as down-time and upgrades.

- To **remove** a **secondary email address**, click on the address on the left and delete it in the text box on the right.

Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> nextgentestatty@gmail.com</p> <p><i>Secondary e-mail addresses:</i> nextgentestattysecondary@gmail.com add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p><input type="text" value="nextgentestattysecondary@gmail.com"/> DELETE</p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes</p> <p>Should this e-mail address receive notice for all cases? <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input type="radio"/> Email</p>

- After all changes have been made, click **Return to Person Information Screen**. **DO NOT** use the Back button in your browser- information will not be saved if you click Back.

Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> nextgentestatty@gmail.com</p> <p><i>Secondary e-mail addresses:</i> add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	

- You will return to the main account maintenance screen. Click **Submit** to save changes.

Office Attorney at LawThree
Unit
Address 1 103 Test Update Address Road
Address 2
Address 3
City Jackson
Country USA
Firm
Bar Membership ID 000003
Bar Membership Status Active CJA S
Primary Phone 731-421-0003
Alternate Phone Text P
Initials
SSN Drivers License Nu

Attorney Admissions Documents

Document	Description
1. Document 1	Admission Form

Email information... More user information...
Submit

10. A confirmation screen will appear.

Updating person record...

Update Person Prid: 86093

The update was successful... prid 86093 - Test AttorneyThree

The update was successful...

E-mail configuration:

Primary e-mail address: **nextgentestatty@gmail.com**

This e-mail address will receive notices.

Notice will be sent to this address on a per filing basis.

Notice sent to this address will be formatted as HTML.

This e-mail address will not use the NEF filter preferences defined for Test AttorneyThree.

This e-mail address will not receive general announcement notices from this court.

No user update requested