

**U.S. District Court
District of North Dakota**

Maintaining Your Account

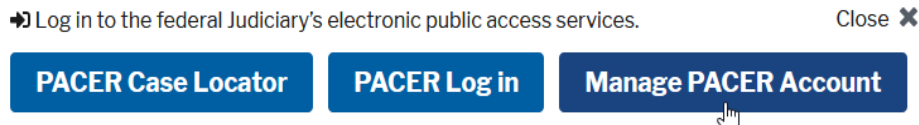
All account information, other than secondary email addresses, is held in your PACER account. **It is the attorney's responsibility to keep account information up to date.**

Updating Address Information

1. Navigate to <https://pacer.uscourts.gov>. Note that this can also be accessed through ECF by clicking on **Utilities>Maintain Your Account**.
2. Click on **Log in to...** in the far upper right corner of the page.

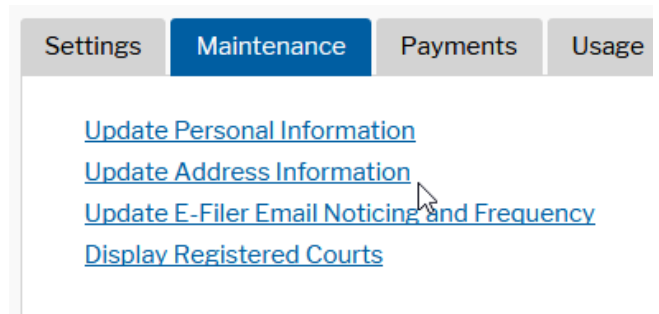


3. Click the **Manage PACER Account** button.



4. Login with your **PACER** username and password.

5. Click on the **Maintenance** tab.
6. Select **Update Address Information**.



7. Use the text fields to **update the necessary information**. Please list a reason for the update.

- Apply the update to **All Cases** so that the information is updated in each case.

Apply update to

All Cases

Select

All Cases

Closed Cases

Open Cases

None

Apply Updates to Selected Courts

PACER Billing

- Check all boxes so that the update is applied to your PACER billing and each court that your account is associated with. Ensure all of the information is correct. Click **Submit**. A confirmation screen will appear noting submission was successful. **CJA Attorneys must also update their address in eVoucher to avoid payment delays. Instructions for address updating can be found in the eVoucher Attorney User Manual: https://www.ndd.uscourts.gov/cja/eVoucher_AtorneyManual.pdf**

Apply Updates to Selected Courts

PACER Billing

Brady & Brady LLC
12 Gesele Avenue
Bismarck, ND 58501
Phone: 555-555-8910

U.S. District Courts

NORTH DAKOTA DISTRICT COURT (TEST)

Unable to retrieve data at this time

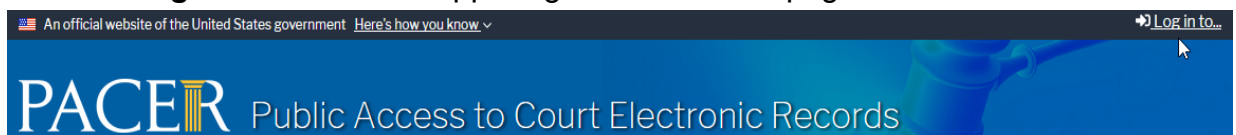
Submit Reset Cancel

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 (NEFs). It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEFs.

Updating Primary Email

- Navigate to <https://pacer.uscourts.gov>. Note that this can also be accessed through ECF by clicking on **Utilities>Maintain Your Account**.
- Click on **Log in to...** in the far upper right corner of the page.



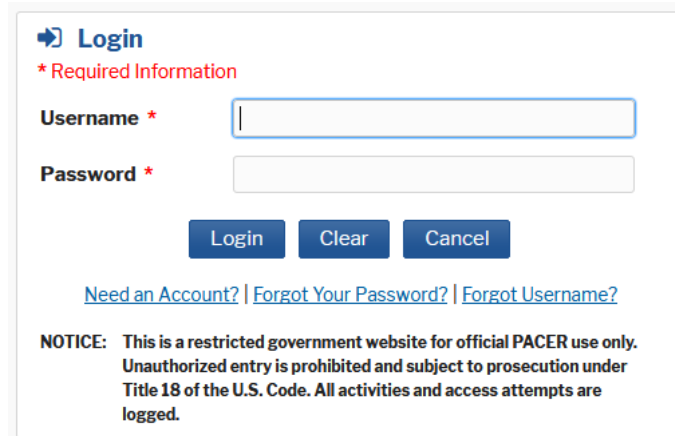
3. Click the **Manage PACER Account** button.

➔ Log in to the federal Judiciary's electronic public access services.

Close ✕



4. Login with your **PACER** username and password.



➔ Login

* Required Information

Username *

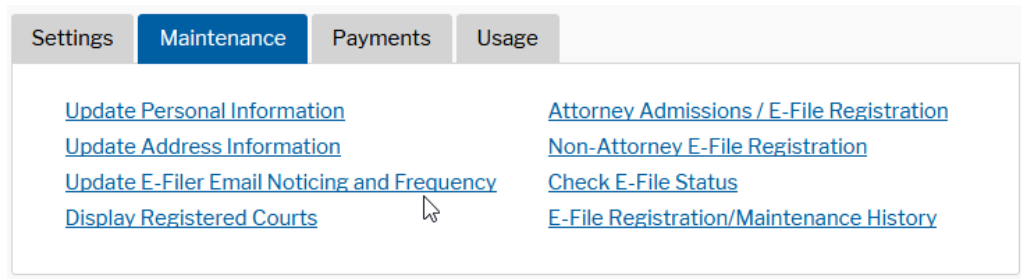
Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

5. Select the **Maintenance** tab.
Select **Update E-File Email Noticing and Frequency**.



Settings Maintenance Payments Usage

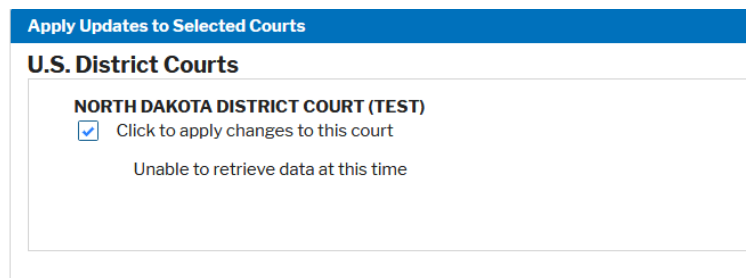
[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)

[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

6. Check the box to apply your changes to the District of North Dakota.

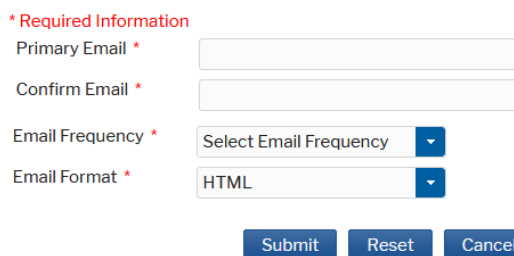


Apply Updates to Selected Courts

U.S. District Courts

NORTH DAKOTA DISTRICT COURT (TEST)
Click to apply changes to this court

Unable to retrieve data at this time



* Required Information

Primary Email *

Confirm Email *

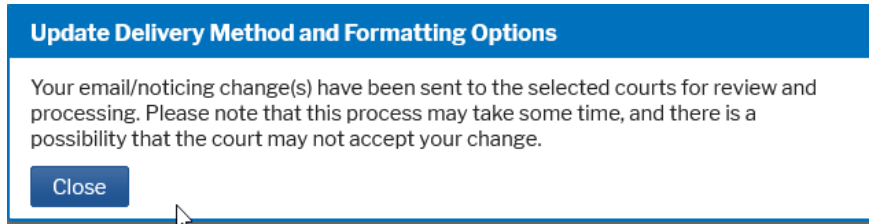
Email Frequency * Select Email Frequency ▾

Email Format * HTML ▾

Submit Reset Cancel

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

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

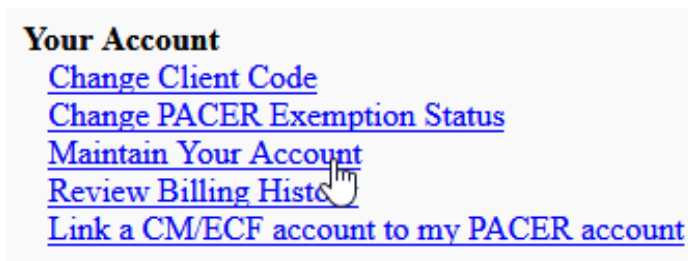


Updating/Adding Secondary Emails

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



- Click on **Maintain Your Account**.

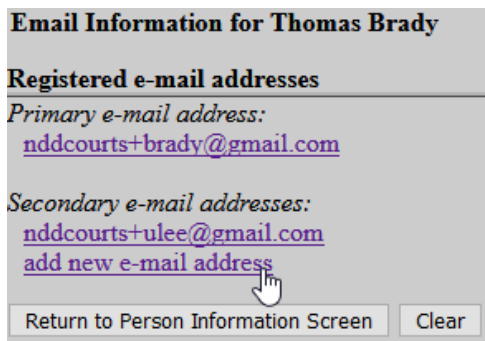


- Click **Email information** at the bottom of the screen.

A form for user information. It has two columns: "Alternate Phone" and "Text Phone". Under "Alternate Phone" are fields for "Initials" and "SSN". Under "Text Phone" are fields for "DOB" and "Drivers License Number". Below these fields is a section titled "Attorney Admissions Documents" with a table with columns "Document" and "Description". At the bottom of the form are two buttons: "Email information..." and "More user information...". The "Email information..." button is highlighted with a mouse cursor. A "Submit" button is located at the bottom left.

- 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.

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



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

Configuration Options:

Option	Description
Should this email 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.
Should this email address receive notice for all cases in which this individual is a participant?	Allows secondary email address to receive notices in each case which the primary email address is a participant. Leave option set to “Yes” so that recipient receives notices. Select “No” if the secondary email recipient does not want to receive NEFs during a certain time period, i.e. while on leave. Remember to turn notice back on.
Verify free look use when viewing NEF documents?	The default is “No”. If set to to “Yes”, the email address will receive a prompt display before viewing a document from an NEF containing the message, “This action will use your one free look for this document. Additional viewings of this document in the future will incur a billing charge.” Recipient may view the document and use the free look or <i>Cancel</i> .
How should notices be sent to this email address?	<p><u>Per Filing</u>: Email sent for each individual filing.</p> <p><u>Summary Report</u>: One daily email listing all transactions for that day, sent on the following day.</p> <p>NOTE: If the Summary Report is selected, an additional prompt appears, “Should this email 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</p>

In what format should notices be sent to this email address?	Controls the format of the emails. HTML is generally preferred.
Should this email 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 regarding down-time and upgrades.

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

8. 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 the Back button.

9. You will return to the main account maintenance screen. Click **Submit** to save changes. A confirmation screen will appear.