

# Maintaining Your CSO Account

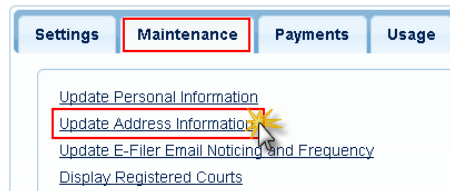
All account information, other than secondary email addresses, is held in your CSO account. **It is the attorney's responsibility to keep account information up to date.**

## Updating Address Information

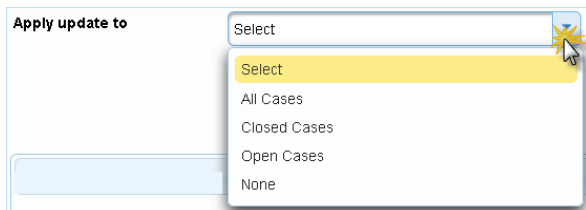
1. Navigate to [www.pacer.gov](http://www.pacer.gov). Note that this can also be accessed through ECF by clicking on **Utilities>Manage your PACER Account**
2. Click on **Manage My Account**



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

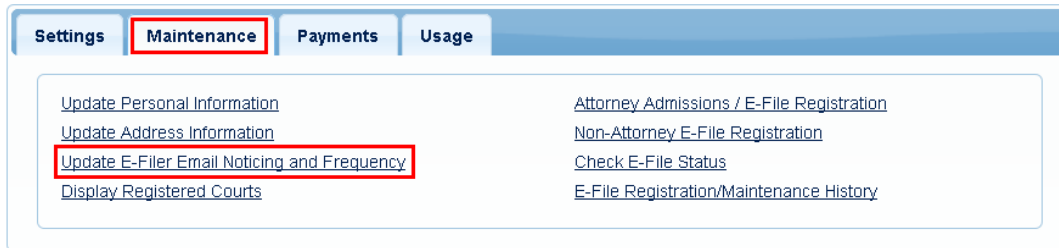
The primary email address is added and updated through PACER. Secondary email addresses are only added and updated through ECF. Email addresses are used for Notices of Electronic Filing (NEF's). It is recommended that all accounts include a primary email address and at least one secondary email address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

### Updating Primary Email

1. Navigate to [www.pacer.gov](http://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-Filer Noticing and Frequency**



5. **Check the box** to apply your changes to the **Western District of Michigan**.
6. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

**Apply Updates to Selected Courts**

U.S. District Courts

**Minnesota District Court (Test) - NextGen**  
Click to apply changes to this court  
[Click here to load this courts E-Filer email noticing and frequency information below](#)  
Email testuser@testuser.com  
Email Frequency Each Transaction  
Email Format HTML  
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

**\* Required Information**

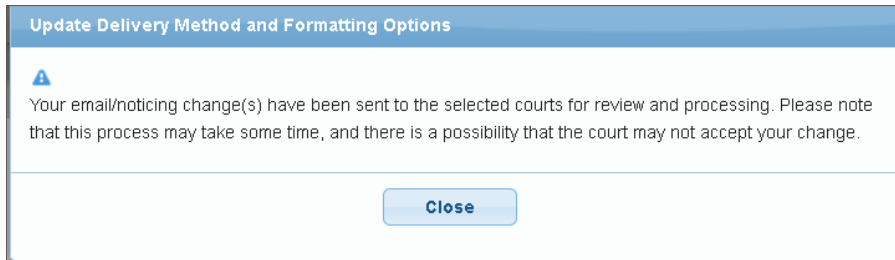
Primary Email \*

Confirm Primary Email \*

Email Frequency \*

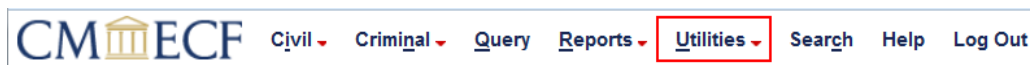
Email Format \*

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

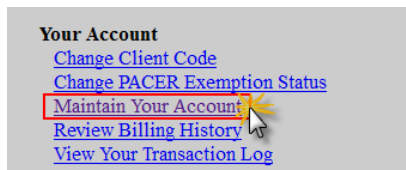


## Updating/Adding Secondary Emails

- 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. Fields include: Bar Membership ID, Bar Membership Status, Primary Phone, Alternate Phone, Initials, SSN, CJA Status (dropdown), Fax, Text Phone, DOB, Drivers License Number, and Drivers License State. Below these fields is a section titled "Attorney Admissions Documents" with a table for Document and Description. At the bottom, there are two buttons: "Email information..." (highlighted with a red box) and "More user information...".

- 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**.


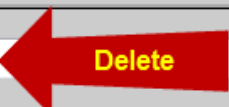
A screen titled "Registered e-mail addresses". It shows a "Primary e-mail address:" field with the value "testuser@testuser.com". Below it, under "Secondary e-mail addresses:", there is a button labeled "add new e-mail address" which is highlighted with a red box. At the bottom are two buttons: "Return to Person Information Screen" and "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.

7. 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>Primary e-mail address: <a href="mailto:testuser@testuser.com">testuser@testuser.com</a></p> <p>Secondary e-mail address: <a href="mailto:attorneystaff@test.com">attorneystaff@test.com</a>  <a href="#">add new e-mail address</a></p> <p><input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/></p>	<p><a href="mailto:attorneystaff@test.com">attorneystaff@test.com</a>  <input type="text"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> P</p>

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 **Back**.

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: <a href="mailto:testuser@testuser.com">testuser@testuser.com</a></p> <p>Secondary e-mail addresses: <a href="mailto:attorneystaff@test.com">attorneystaff@test.com</a> <a href="#">add new e-mail address</a></p> <p><b>Return to Person Information Screen</b> <input type="button" value="Clear"/></p>	<p><input type="text" value="attorneystaff@test.com"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in this case?</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Print <input type="radio"/> Email</p>

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

Office	Test Firm
Unit	
Address 1	
Address 2	
Address 3	
City	State
Country	County
Firm	
Bar Membership ID	
Bar Membership Status	CJA Status
Primary Phone	Fax
Alternate Phone	Text Phone
Initials	DOB
SSN	Drivers License Number
<b>Attorney Admissions Documents</b>	
Document	Description
<input type="button" value="Email information..."/>	<input type="button" value="More user information..."/>
<input checked="" type="button" value="Submit"/>	