

# Maintaining Your CSO Account

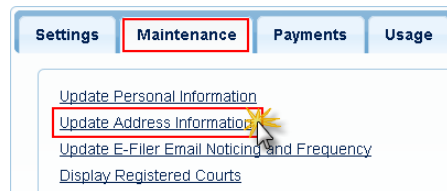
All account information, other than secondary email addresses, is held in your CSO account. **It is the attorney's responsibility to keep account information up to date.**

## 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**



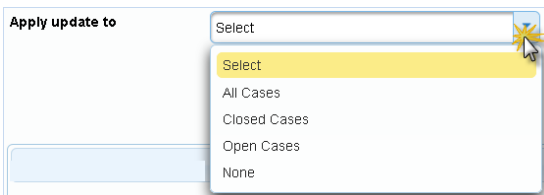
3. Click on the **Maintenance** tab.
4. Select **Update Address Information**



5. Use the text fields to **update the necessary address information**. You must enter a reason for the update.
6. Select to which cases you would like to apply the updated information. **The court has the final determination re: which case/s the address update will be applied to.**

### Reason for Updates examples:

- Changed Firms (No cases)
- Changed Firms (Keeping cases)(list nyed cases)
- Firm Relocated
- Firm Name Change
- Former Govt Attorney (Private Practice/Law Firm)
- Private Practice Relocated
- Former State Attorney (Private Practice/Law Firm)
- Telephone/Fax Number Change



**Sharing PACER account credentials with third-party service providers or designating providers as a secondary recipients of Notices of Electronic Filing or Notices of Docket Activity (NEF/NDA) will grant access to restricted case information and documents in violation of court orders (either through sealing, filing ex parte or other restrictions to access) and/or federal rules. Ensure that your security practices keep restricted documents and other information secure in accordance with court order(s) and Federal Rules of Civil and Criminal Procedure. Fee exempt users may not share the documents they obtain from PACER under the exemption unless expressly authorized by the court. See Fed. R.Civ. P. 5.2(e); Fed. R.Crim. P. 49.1(e),(g).**

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 CM/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 Eastern District of New York
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**

New York Eastern District Court    NextGen

Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)

Email testuser@testmail.com

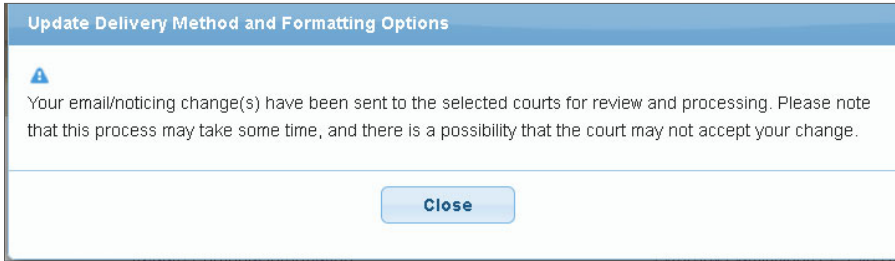
Email Frequency Once Per Day (Daily Summary)

Email Format HTML

Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

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

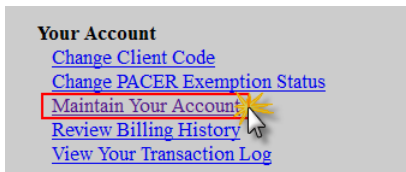


## Updating/Adding Secondary Emails

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



2. Click on **Maintain Your Account**



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

A user profile form with various fields. The "Email information..." button at the bottom left is highlighted with a red rectangular box and a red arrow. Below the form is a section titled "\* Required Information" with four fields: "Primary Email \*", "Confirm Primary Email \*", "Email Frequency \*", and "Email Format \*". At the bottom of the form are three buttons: "Submit", "Reset", and "Cancel".

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**Registered e-mail addresses**

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*Primary e-mail address:*  
[testuser@testuser.com](mailto:testuser@testuser.com)

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

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**.

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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. <b>If set to No, the primary and secondary email addresses will not receive notices of electronic filing (NEFs)—this is not recommended.</b>
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.

The screenshot shows two columns: "Registered e-mail addresses" and "Configuration options".

**Registered e-mail addresses:**

- Primary e-mail address: [testuser@testuser.com](mailto:testuser@testuser.com)
- Secondary e-mail address: [attorneystaff@test.com](mailto:attorneystaff@test.com) (with a red arrow labeled "Click" pointing to it)
- [add new e-mail address](#)

**Configuration options:**

- attorneystaff@test.com (with a red arrow labeled "Delete" pointing to it)
- Should this e-mail address receive notices?  Yes  No
- Should this e-mail address receive notice for all cases in...
- How should notices be sent to this e-mail address?  P...

Buttons at the bottom: "Return to Person Information Screen" and "Clear".

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

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