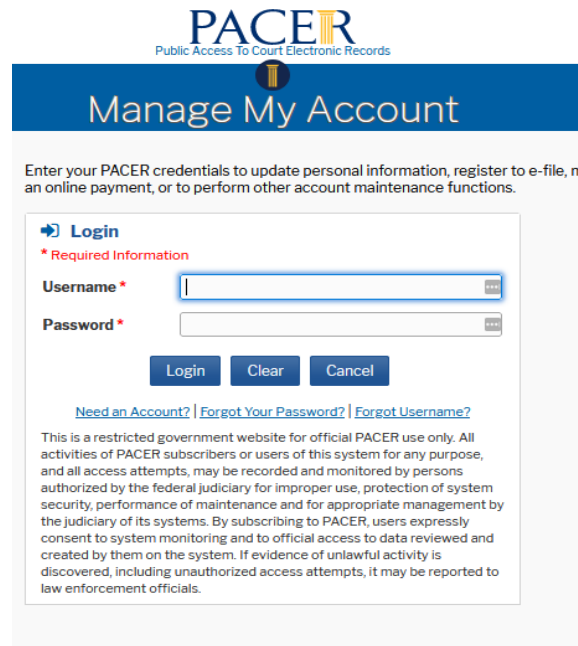# How to change or update your address, email, or phone number

Updates to your address, email, or phone number must be made in the **PACER** system. Here are the instructions to update this information.

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1. Log into **PACER**

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2. Once logged into **PACER**, you will see this screen.

United States Bankruptcy Court
for the Northern District of Oklahoma

3. Select the **Maintenance** tab:

4. Select **Update Address Information:**

5. On the next screen, **enter your updated information**: Address and/or phone number and the reason for the update:

6. At the bottom of the screen, select **which type of cases** this updated information is to be applied (e.g., **all Open Cases, all Closed Cases, All Cases, None)**:

7. Select **which court(s)**s to have this updated information sent to and then hit **Submit** at the bottom:

8. By clicking **Submit** above, the updated information will be sent to the courts selected and imported into CM/ECF application by the court.