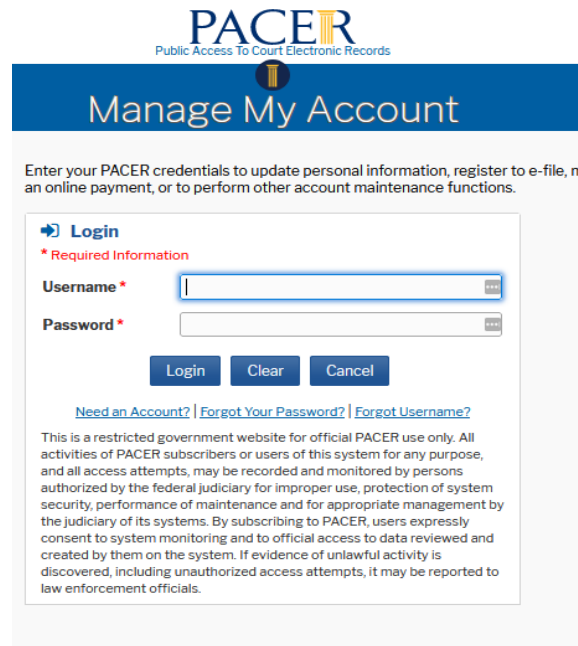


How to change or update your address, email, or phone number

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

1. Log into **PACER**



The screenshot shows the PACER 'Manage My Account' login page. At the top is the PACER logo with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue header bar with the text 'Manage My Account'. Underneath the header bar, there is a text prompt: 'Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.' Below this prompt is a 'Login' section with a blue arrow icon and the word 'Login'. Underneath is a red asterisk followed by 'Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the input fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the login section are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. Below the links is a disclaimer: 'This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.'

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



The screenshot shows the PACER 'Manage My Account' dashboard. At the top is the PACER logo with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue header bar with the text 'Manage My Account'. Underneath the header bar is a white box containing account information: 'Account Number 6891908', 'Username JoleTestAtty', 'Account Balance \$0.00', 'Case Search Status Active', and 'Account Type Upgraded PACER Account'. Below the white box are four tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Settings' tab is selected. Below the tabs is a white box containing links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

3. Select the **Maintenance** tab:


Public Access To Court Electronic Records

Manage My Account

Account Number	6891908
Username	JoleTestAtty
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings

Maintenance

Payments

Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-Filer Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

4. Select **Update Address Information**:


Public Access To Court Electronic Records

Manage My Account

Account Number	6891908
Username	JoleTestAtty
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings


Maintenance

Payments

Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-Filer Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

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


 Public Access To Court Electronic Records

Manage My Account

Account Number 6891908
Username JoleTestAtty
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Update Address Information

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

*** Required Information**

Firm/Office

Unit/Department ?

Address *

Room/Suite

City *

State * ?

County *

Zip/Postal Code *

Country *

Primary Phone * ?

Alternate Phone ?

Text Phone ?

Fax Number ?

Reason for 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**):

The screenshot shows a dropdown menu with the label 'Apply update to'. The menu is open, displaying the following options: 'Select' (highlighted in blue), 'Open Cases', 'Closed Cases', 'All Cases', and 'None'. Below the dropdown, there is a blue button labeled 'Apply Updates to Selected' and a partially visible 'PACER Billing' label.

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

The screenshot shows a form titled 'Apply Updates to Selected Courts'. It contains two sections: 'PACER Billing' and 'U.S. Bankruptcy Courts'. In the 'PACER Billing' section, there is a checked checkbox next to 'Oklahoma Northern Bankruptcy' with the address '555 Test Account, Attorney, OK 74103' and phone number '918-699-4040'. In the 'U.S. Bankruptcy Courts' section, there is a checked checkbox next to 'Oklahoma Northern Bankruptcy Court' with the same address and phone number. At the bottom of the form, there are three buttons: 'Submit' (highlighted with a red box), 'Reset', and 'Cancel'.

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