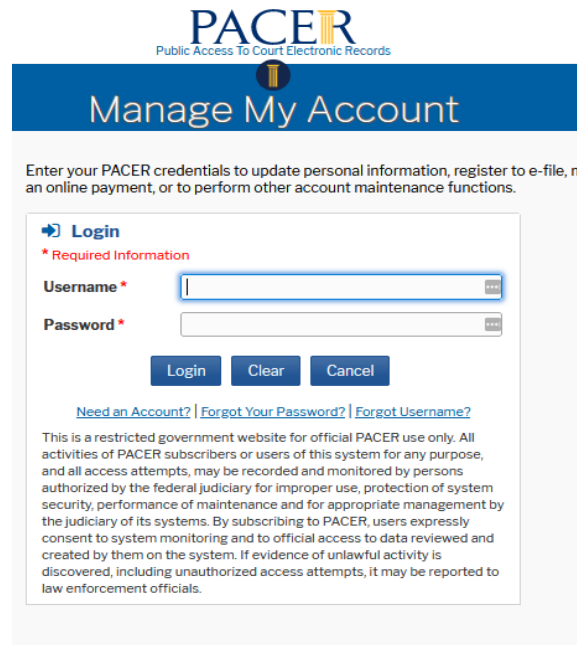


How to change or update your address, email, or phone number

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 with the text 'Manage My Account'. Underneath the header, there is a paragraph: '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 is a 'Login' section with a red asterisk and the text '* Required Information'. There are two input fields: 'Username *' and 'Password *'. Below the 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 login section 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 with the text 'Manage My Account'. Below the header is a table with account information:

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

Below the table are four tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. Below the tabs are four links: 'Change Username', 'Change Password', 'Set Security Information', 'Update PACER Billing Email', and 'Set PACER Billing Preferences'.

3. Select the **Maintenance** tab:

The screenshot shows the PACER 'Manage My Account' page. At the top, the PACER logo is displayed 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, there is a white box containing account details: Account Number (6891908), Username (JoleTestAtty), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Upgraded PACER Account). Below this box is a navigation bar with four tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Maintenance' tab is highlighted with a red rectangular box. Below the navigation bar is another white box containing several blue hyperlinks arranged in two columns. The first column includes 'Update Personal Information', 'Update Address Information', 'Update E-Filer Email Noticing and Frequency', and 'Display Registered Courts'. The second column includes 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', 'Check E-File Status', and 'E-File Registration/Maintenance History'.

4. Select **Update Address Information**:

This screenshot is identical to the one above, showing the PACER 'Manage My Account' page. The 'Maintenance' tab is selected. In this view, the 'Update Address Information' link in the first column of the second white box is highlighted with a red rectangular box.

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

PACER
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

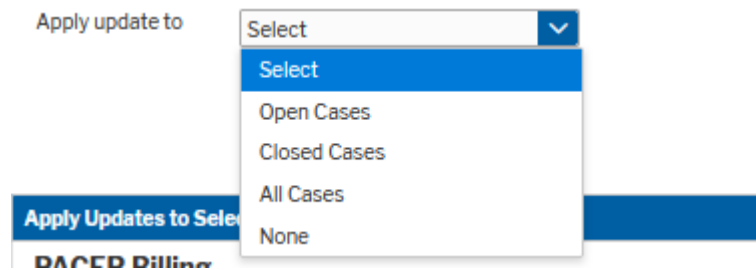
Update Address Information

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**

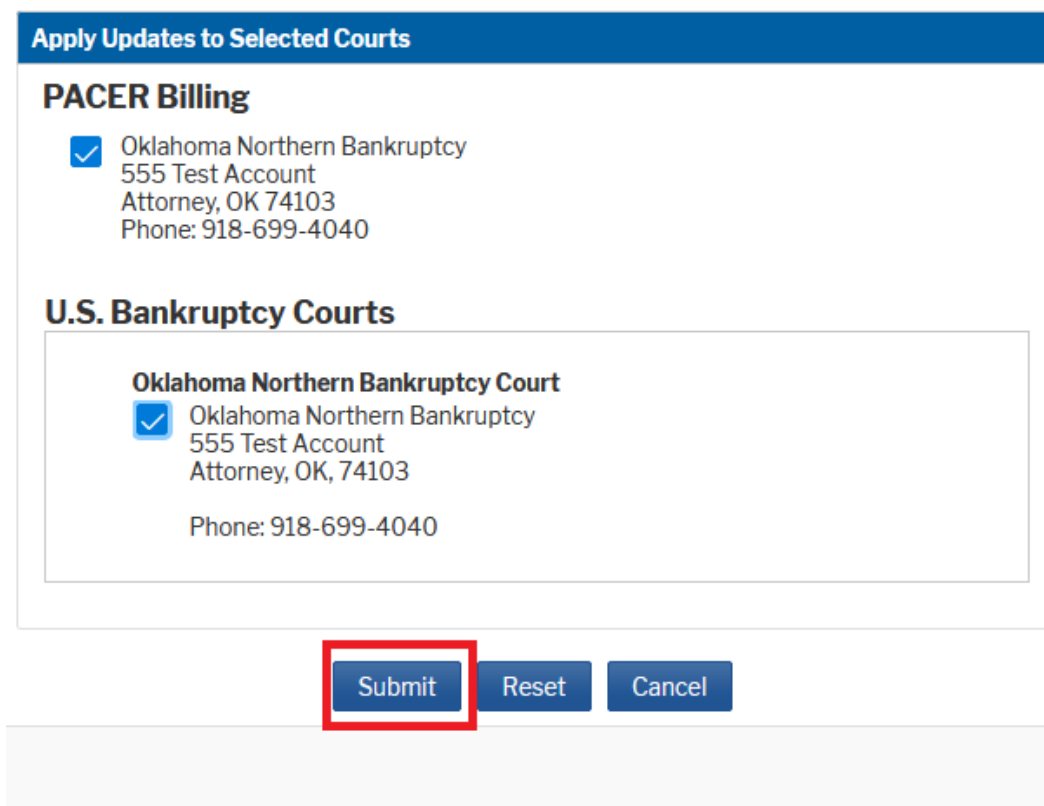
Firm/Office	<input type="text" value="Oklahoma Northern Bankruptcy"/>	
Unit/Department	<input type="text"/>	?
Address *	<input type="text" value="555 Test Account"/> <input type="text"/> <input type="text"/>	
Room/Suite	<input type="text"/>	
City *	<input type="text" value="Attorney"/>	
State *	<input type="text" value="Oklahoma"/> ?	
County *	<input type="text" value="TULSA"/>	
Zip/Postal Code *	<input type="text" value="74103"/>	
Country *	<input type="text" value="United States of America"/>	
Primary Phone *	<input type="text" value="918-699-4040"/> ?	
Alternate Phone	<input type="text"/> ?	
Text Phone	<input type="text"/> ?	
Fax Number	<input type="text"/> ?	
Reason for update	<input type="text"/> ?	

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 image shows a web interface with a label "Apply update to" and a dropdown menu. The dropdown menu is open, showing the following options: "Select", "Open Cases", "Closed Cases", "All Cases", and "None". The "Select" option is currently highlighted in blue. Below the dropdown, there is a blue button labeled "Apply Updates to Selected" and a label "PACER Billing".

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



The image shows a web form titled "Apply Updates to Selected Courts". It has two main sections: "PACER Billing" and "U.S. Bankruptcy Courts".

PACER Billing

- Oklahoma Northern Bankruptcy
555 Test Account
Attorney, OK 74103
Phone: 918-699-4040

U.S. Bankruptcy Courts

Oklahoma Northern Bankruptcy Court

- Oklahoma Northern Bankruptcy
555 Test Account
Attorney, OK, 74103
Phone: 918-699-4040

At the bottom of the form, there are three buttons: "Submit", "Reset", and "Cancel". The "Submit" button is highlighted with a red rectangular box.

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