

United States District Court
Northern District of Texas



Maintaining Your Account
(Updated 09/2022)

Maintaining Your NextGen CM/ECF Account

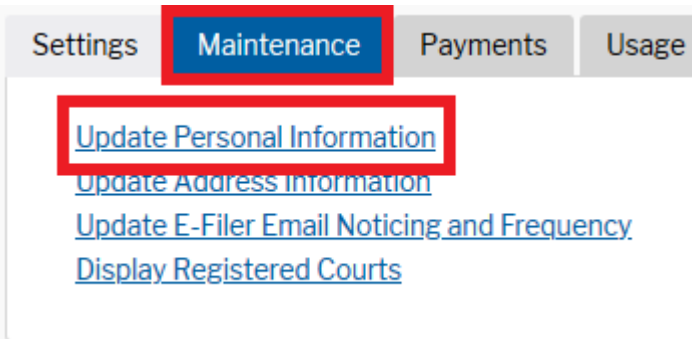
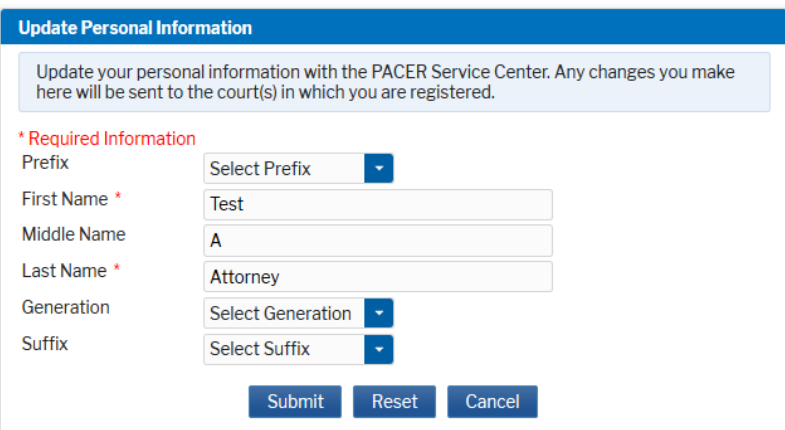
NextGen CM/ECF account information is managed in an attorney’s PACER account. It is the attorney’s responsibility to keep account information updated for compliance with Local Civil Rule (LR) 83.13(b) and Local Criminal Rule (LCrR) 57.13(b) and to ensure proper delivery of Notices of Electronic Filing (NEFs).

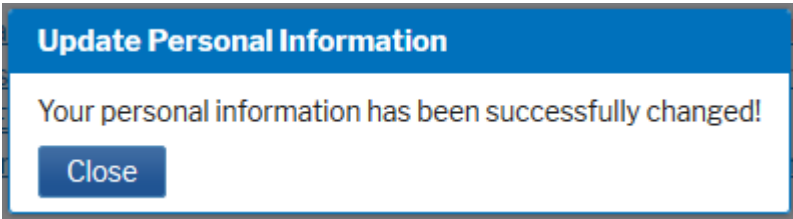
Navigate to www.pacer.uscourts.gov and log into PACER.

Click the links below for detailed information on maintaining your contact information:

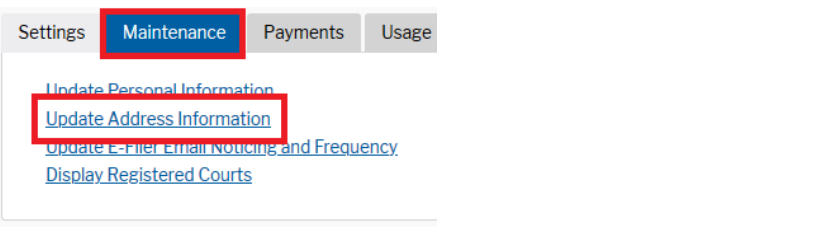
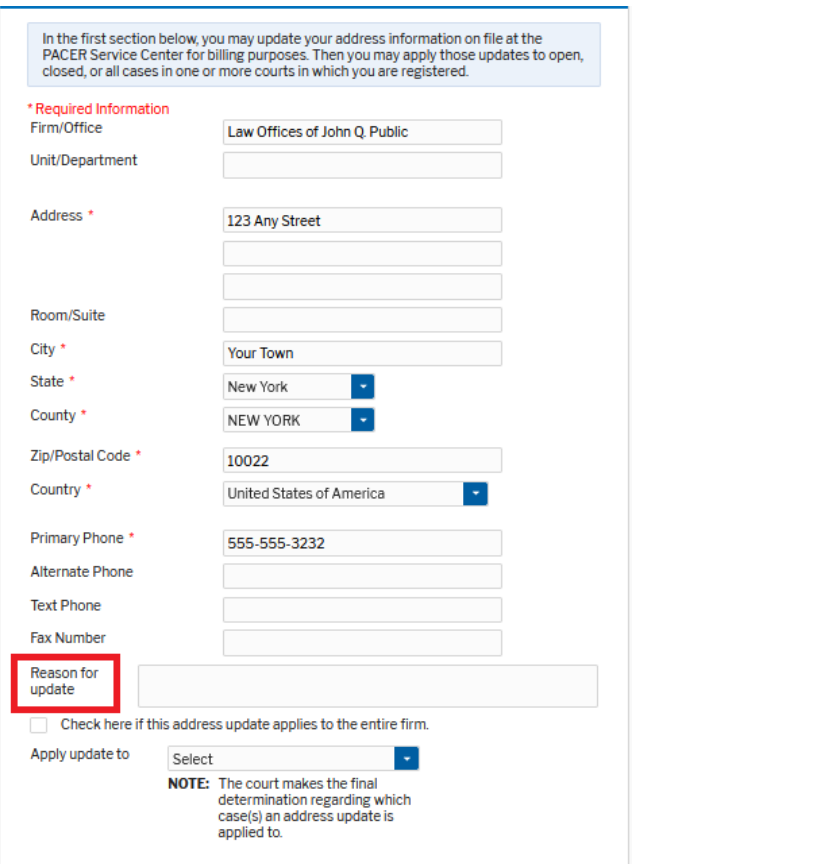
- [Name Change](#)
- [Update Mailing Address](#)
- [Update Primary E-mail Address](#)
- [Update Secondary E-mail Address](#)

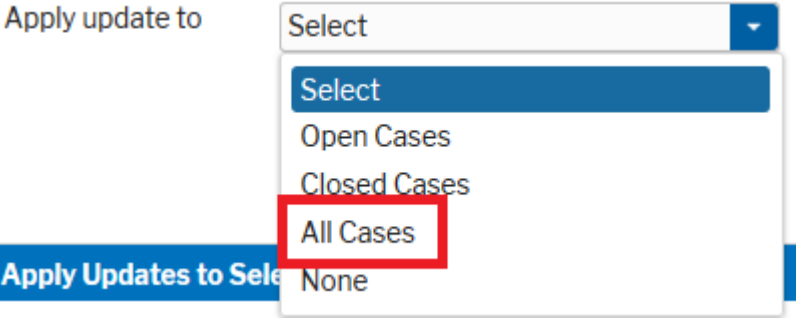
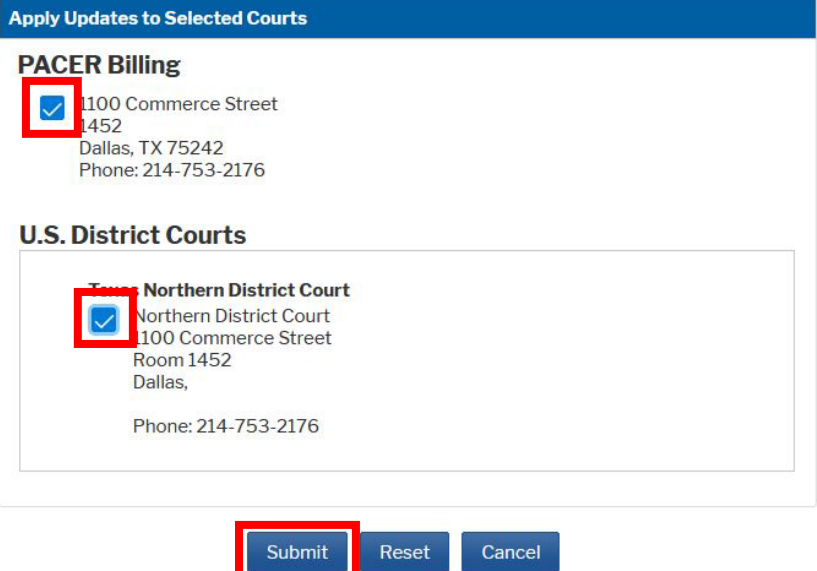
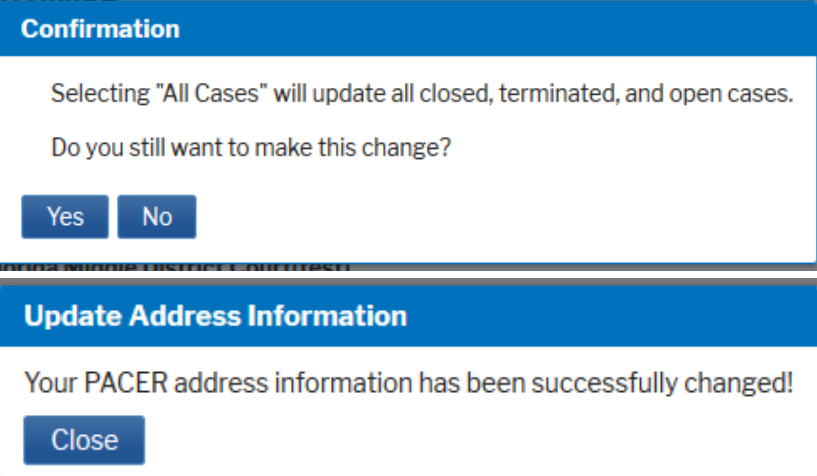
Name Change

Step	Screen
<p>➤ From the PACER Maintenance tab, select Update Personal Information.</p>	
<p>➤ Edit applicable fields and click Submit.</p> <p>➤ Note: First and Last Name are required fields.</p> <p>➤ Your updated information will be sent to the court(s) in which you are registered.</p>	

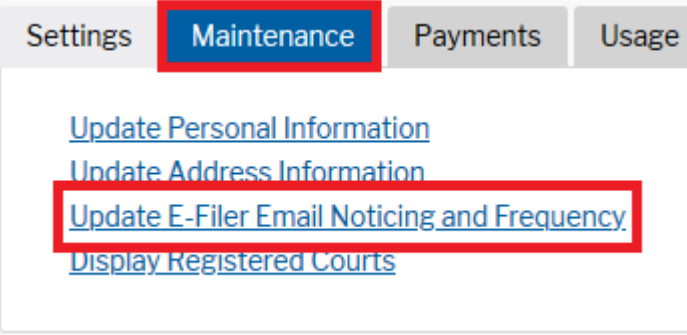
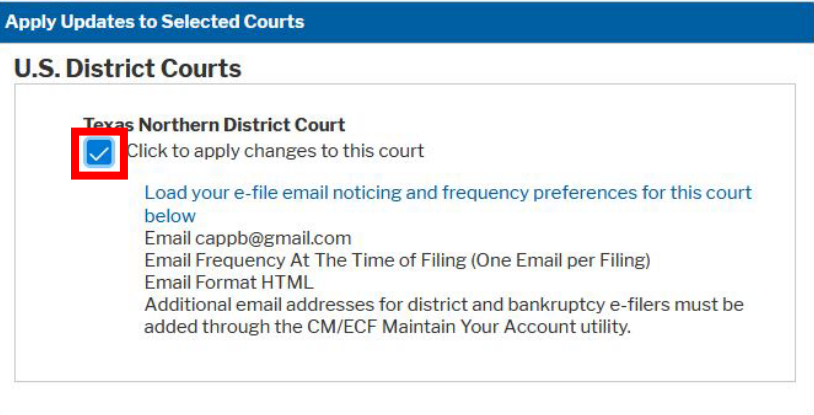
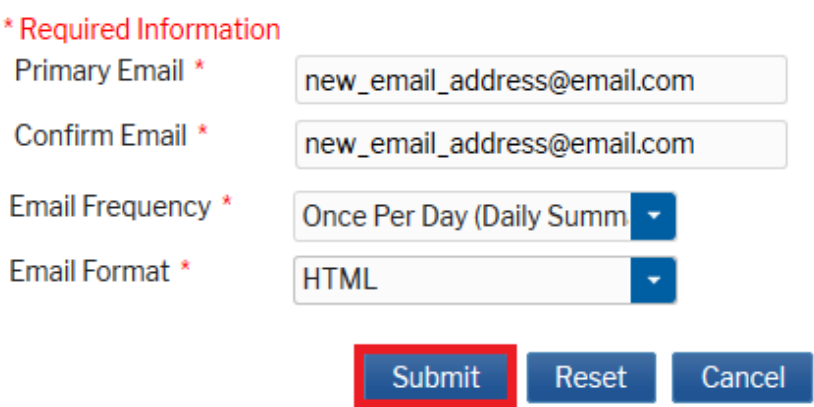
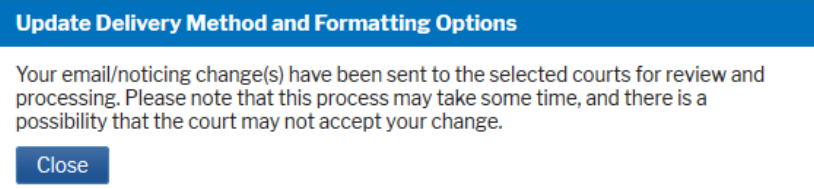
Step	Screen
<ul style="list-style-type: none"> ➤ Confirmation screen displayed. 	

Update Your Mailing Address

Step	Screen
<ul style="list-style-type: none"> ➤ From the PACER Maintenance tab, select Update Address Information. 	
<ul style="list-style-type: none"> ➤ Edit the applicable fields to update your address information. ➤ Enter a Reason for Update. 	

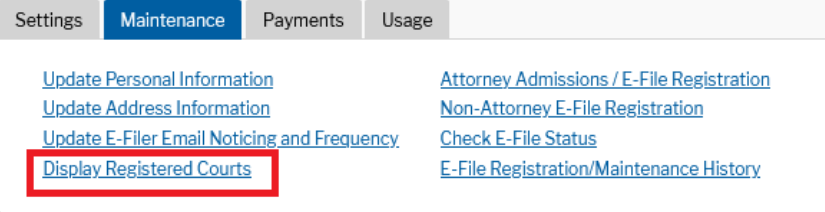

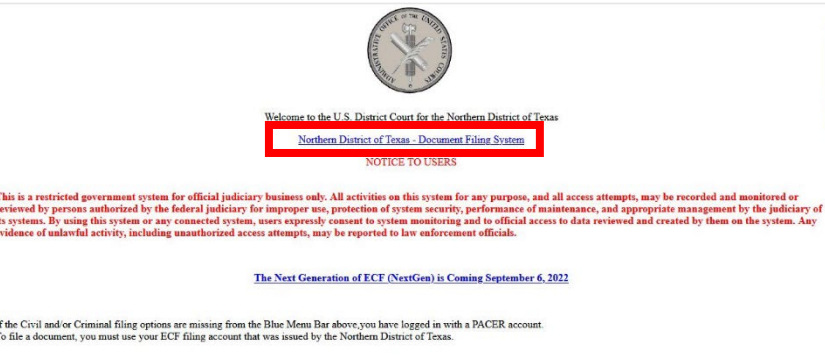
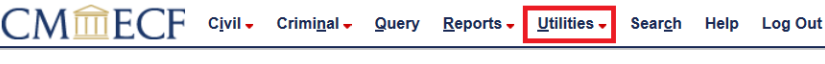
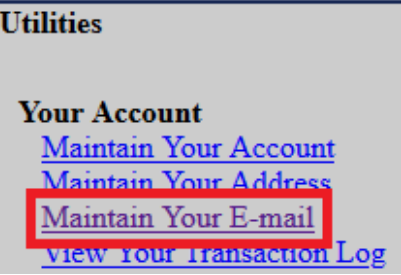
Step	Screen
<ul style="list-style-type: none"> ➤ Select the cases you would like to apply the updated information. It is recommended that changes are applied to all cases. ➤ Note: The court makes the final determination regarding which cases(s) an address update is applied to. 	 <p>Apply update to</p> <p>Select</p> <p>Select</p> <p>Open Cases</p> <p>Closed Cases</p> <p>All Cases</p> <p>None</p>
<ul style="list-style-type: none"> ➤ Check mark the court(s) you would like to apply the updates and click Submit. 	 <p>Apply Updates to Selected Courts</p> <p>PACER Billing</p> <p><input checked="" type="checkbox"/> 1100 Commerce Street 1452 Dallas, TX 75242 Phone: 214-753-2176</p> <p>U.S. District Courts</p> <p><input checked="" type="checkbox"/> Northern District Court Northern District Court 1100 Commerce Street Room 1452 Dallas, Phone: 214-753-2176</p> <p>Submit Reset Cancel</p>
<ul style="list-style-type: none"> ➤ Confirmation screens vary based on selections made. 	 <p>Confirmation</p> <p>Selecting "All Cases" will update all closed, terminated, and open cases.</p> <p>Do you still want to make this change?</p> <p>Yes No</p> <p>Update Address Information</p> <p>Your PACER address information has been successfully changed!</p> <p>Close</p>

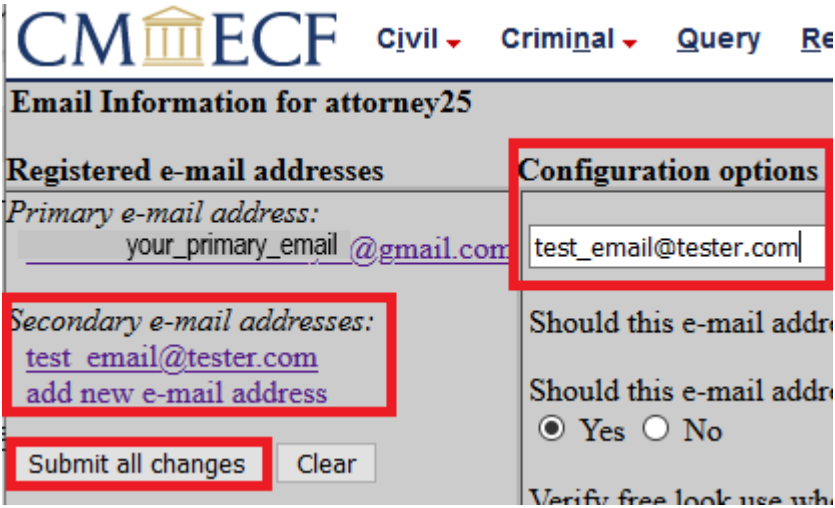
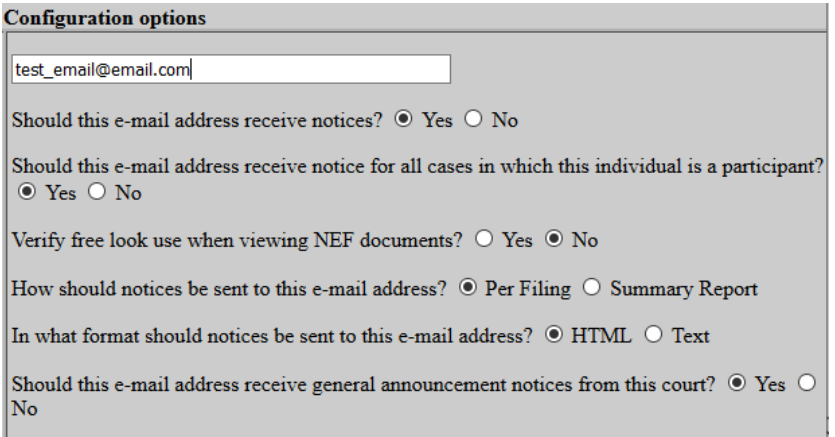
Update Primary Email Address

Step	Screen
<ul style="list-style-type: none"> ➤ From the PACER Maintenance tab, select Update E-Filer Email Noticing and Frequency. 	 <p>The screenshot shows the PACER Maintenance tab with four sub-tabs: Settings, Maintenance (highlighted in red), Payments, and Usage. Below the tabs are four links: Update Personal Information, Update Address Information, Update E-Filer Email Noticing and Frequency (highlighted in red), and Display Registered Courts.</p>
<ul style="list-style-type: none"> ➤ Apply changes to the selected court(s). ➤ Check mark Texas Northern District Court. 	 <p>The screenshot shows the 'Apply Updates to Selected Courts' section for U.S. District Courts. Under 'Texas Northern District Court', there is a checked checkbox (highlighted in red) and the text 'Click to apply changes to this court'. Below this, it says 'Load your e-file email noticing and frequency preferences for this court below' and lists: Email cappb@gmail.com, Email Frequency At The Time of Filing (One Email per Filing), and Email Format HTML. A note states: 'Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.'</p>
<ul style="list-style-type: none"> ➤ Enter the Primary Email Address, Frequency, and Email Format. ➤ When accurate, click Submit. 	 <p>The screenshot shows the '* Required Information' form. It has four fields: Primary Email * (new_email_address@email.com), Confirm Email * (new_email_address@email.com), Email Frequency * (Once Per Day (Daily Summ) with a dropdown arrow), and Email Format * (HTML with a dropdown arrow). At the bottom right are three buttons: Submit (highlighted in red), Reset, and Cancel.</p>
<ul style="list-style-type: none"> ➤ Confirmation screen 	 <p>The screenshot shows a confirmation message: 'Update Delivery Method and Formatting Options'. The text reads: 'Your email/noticing change(s) have been sent to the selected courts for review and processing. Please note that this process may take some time, and there is a possibility that the court may not accept your change.' Below the message is a 'Close' button.</p>

Update Secondary Email Address

Secondary e-mail addresses are updated in the CM/ECF Utilities menu for each court. While logged into PACER, select the **Texas Northern District** from your list of registered courts.

Step	Screen
<p>➤ From the PACER Maintenance tab, select Display Registered Courts.</p>	 <p>Settings Maintenance Payments Usage</p> <p>Update Personal Information Attorney Admissions / E-File Registration</p> <p>Update Address Information Non-Attorney E-File Registration</p> <p>Update E-Filed Email Noticing and Frequency Check E-File Status</p> <p>Display Registered Courts E-File Registration/Maintenance History</p>
<p>➤ Select “Display Registered Courts”</p>	 <p>Display Registered Courts</p> <p>U.S. District Courts</p> <p>Texas Northern District Court</p>
<p>➤ Select the Texas Northern – Document Filing Link.</p>	 <p>Welcome to the U.S. District Court for the Northern District of Texas</p> <p>Northern District of Texas - Document Filing System</p> <p>NOTICE TO USERS</p> <p><small>This is a restricted government system for official judiciary business only. All activities on this system for any purpose, and all access attempts, may be recorded and monitored or reviewed by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance, and appropriate management by the judiciary of its systems. By using this system or any connected system, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. Any evidence of unlawful activity, including unauthorized access attempts, may be reported to law enforcement officials.</small></p> <p><small>The Next Generation of ECF (NextGen) is Coming September 6, 2022</small></p> <p><small>If the Civil and/or Criminal filing options are missing from the Blue Menu Bar above, you have logged in with a PACER account. To file a document, you must use your ECF filing account that was issued by the Northern District of Texas.</small></p>
<p>➤ Select the CM/ECF Utilities menu.</p>	 <p>CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out</p>
<p>➤ Select Maintain Your Email.</p>	 <p>Utilities</p> <p>Your Account</p> <p>Maintain Your Account</p> <p>Maintain Your Address</p> <p>Maintain Your E-mail</p> <p>view your transaction Log</p>

Step	Screen
<ul style="list-style-type: none"> ➤ Under Secondary Email Addresses, select Add new E-mail Address. ➤ Enter email address in the field under Configuration Options. ➤ Note: To remove a secondary email address, click the applicable address and remove it from the Configuration Options field and click Submit All Changes. 	 <p>The screenshot shows the 'Email Information for attorney25' page. At the top, there are navigation links for 'Civil', 'Criminal', 'Query', and 'Re'. The main section is titled 'Registered e-mail addresses'. Under 'Primary e-mail address', there is a placeholder 'your_primary_email @gmail.com'. Under 'Secondary e-mail addresses', there is a link for 'test_email@tester.com' and a link to 'add new e-mail address'. A 'Configuration options' section is highlighted with a red box, containing a text input field with 'test_email@tester.com' and several radio button options: 'Should this e-mail address receive notices?' (Yes/No), 'Should this e-mail address receive notice for all cases in which this individual is a participant?' (Yes/No), 'Verify free look use when viewing NEF documents?' (Yes/No), 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), 'In what format should notices be sent to this e-mail address?' (HTML/Text), and 'Should this e-mail address receive general announcement notices from this court?' (Yes/No). A 'Submit all changes' button is also highlighted with a red box.</p>
<ul style="list-style-type: none"> ➤ When adding a secondary e-mail address, adjust the Configuration Options per user preference. ➤ Default settings are displayed and can remain as set. ➤ When accurate, select Submit All Changes. 	 <p>The screenshot shows the 'Configuration options' section. It contains a text input field with 'test_email@email.com'. Below it are several radio button options: 'Should this e-mail address receive notices?' (Yes/No), 'Should this e-mail address receive notice for all cases in which this individual is a participant?' (Yes/No), 'Verify free look use when viewing NEF documents?' (Yes/No), 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), 'In what format should notices be sent to this e-mail address?' (HTML/Text), and 'Should this e-mail address receive general announcement notices from this court?' (Yes/No).</p>