

Changing Your Email Address

1. Login to the CM/ECF Document Filing System
2. Go to the blue bar at the top and click “Utilities”
3. Under the heading: “Your Account”, click “Maintain Your ECF Account”
4. Towards the bottom of the screen, click on “Email information”
5. Enter your “Primary” e-mail address.
6. To add additional e-mail address’, click on the box “ to these additional addresses” and enter the address’. Click the “enter” key between each e-mail address.
7. Towards the bottom of the screen, click on “Return to Account screen”
8. Towards the bottom of the next screen, click on “Submit”
9. Towards the top of the next screen, click “Submit” **again**.
Be sure to receive the confirmation screen. It will say: “**The update was successful.....**”.

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E-mail information for testaty testaty

Primary e-mail address #5

Send the notices specified below

to my primary e-mail address

to these additional addresses #6

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

