How to update your Address/Firm with the Court

WARNING: —

If you DO NOT see this pop-up message, the request <u>has not been sent</u> to the Court(s).

Update Address Information

Your address change has been sent to the selected courts for review and processing. Please note that this process may not be immediate, and there is a possibility that the court may not accept your change.

Close

YOU MUST ENTER INFORMATION IN THE REQUIRED FIELDS:

- 1. Reason for update
- 2. Apply update to Cases {open/closed/all/none}
- 3. Apply Updates to Selected Courts
 - o In the first section, you may update your address information on file at the PACER Service Center for billing purposes. {aka PACER Billing}
 - Then you may apply those updates to open, closed, or all cases in one or more <u>courts in which you are</u> <u>registered.</u>

Where do I go to update my address/firm:

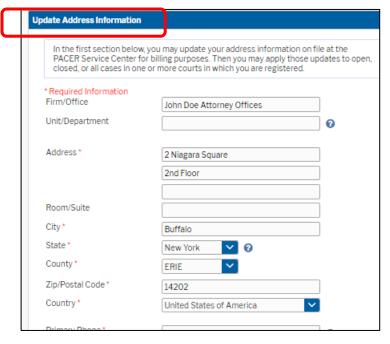
- 1. Open a new browser or new tab, type in the URL: www.pacer.uscourts.gov
- 2. What can we help you accomplish? Hover over: Manage Your Account
- 3. Click on: Manage My Account Login
- 4. Click on: Log in to Manage My Account
- 5. Log-in to PACER using your username and password.
- 6. Click on the Maintenance tab.
- 7. Click on: Update Address Information
- 8. Information you may update:
 - Firm/Office
 - Address {3 lines}
 - Room/Suite {will append to the third line of address}
 - City, State, Zip Code, County, Country
 - Primary Phone Number, Alternate & Text Phone Number
 - Fax Number



THE ADDRESS THAT APPEARS ON THE SCREEN IS YOUR PACER BILLING ADDRESS:

 The address shown under: Update Address Information, is your current PACER Billing address, NOT your current address with the Courts.

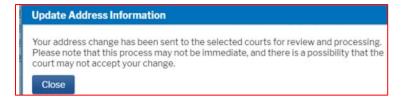
 To see your current address with the Courts, see next bullet below.

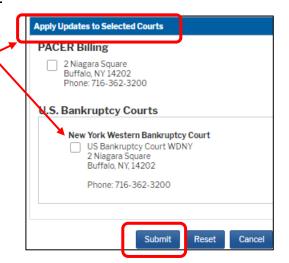


TO REVIEW YOUR CURRENT INFORMATION AT A COURT:

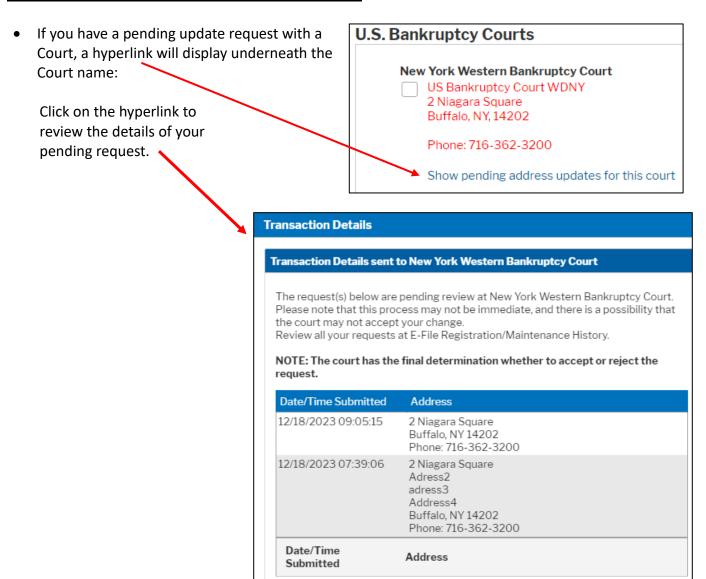
 To review your current information at a specific Court, scroll down to the section: Apply Updates to Selected Courts.

- To change your information at a specific Court:
 - 1. update the address fields as shown in the screenshot above; then
 - 2. place a checkmark in the box next to the Court name;
 - 3. and finally, click the **Submit** button.
- WARNING: To successfully send your request to the specific Court, you must see this pop-up box:





ALREADY HAVE A PENDING UPDATE REQUEST:



- If you continue with an additional request, you will receive this pop-up question.
- If you answer Yes, you must click Submit on the next screen to finish the request.

