

## How to update your Address/Firm with the Court

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### **WARNING:**

If you **DO NOT** see this pop-up message, the request **has not been sent** 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
  - 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 courts in which you are registered.

### **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](http://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

**TIPS:****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.

**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: John Doe Attorney Offices

Unit/Department: [?]

Address \*

2 Niagara Square

2nd Floor

Room/Suite

City \* Buffalo

State \* New York [?]

County \* ERIE

Zip/Postal Code \* 14202

Country \* United States of America

**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:

**Apply Updates to Selected Courts**

**PACER Billing**

2 Niagara Square  
Buffalo, NY 14202  
Phone: 716-362-3200

**U.S. Bankruptcy Courts**

**New York Western Bankruptcy Court**  
US Bankruptcy Court WDNY  
2 Niagara Square  
Buffalo, NY, 14202  
Phone: 716-362-3200

**Submit** **Reset** **Cancel**

**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**

**TIPS continued:**

**ALREADY HAVE A PENDING UPDATE REQUEST:**

- If you have a pending update request with a Court, a hyperlink will display underneath the Court name:

Click on the hyperlink to review the details of your pending request.

**U.S. Bankruptcy Courts**

**New York Western Bankruptcy Court**

US Bankruptcy Court WDNY  
2 Niagara Square  
Buffalo, NY, 14202

Phone: 716-362-3200

[Show pending address updates for this court](#)

**Transaction Details**

**Transaction Details sent to New York Western Bankruptcy Court**

The request(s) below are pending review at New York Western Bankruptcy Court. Please note that this process may not be immediate, and there is a possibility that the court may not accept your change. Review all your requests at E-File Registration/Maintenance History.

**NOTE: The court has the final determination whether to accept or reject the request.**

Date/Time Submitted	Address
12/18/2023 09:05:15	2 Niagara Square Buffalo, NY 14202 Phone: 716-362-3200
12/18/2023 07:39:06	2 Niagara Square Adress2 adress3 Address4 Buffalo, NY 14202 Phone: 716-362-3200

Date/Time Submitted	Address
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- 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.

**Verify Additional Request**

You have pending updates for this court. Are you sure you want to submit an additional request?