

[CM/ECF - Change Primary Email Address](#)

To update your “*Primary e-mail address*”, Go to: www.nywb.uscourts.gov > Forms > New York Western Procedural Forms > Change of Contact Information Form. Return the completed form to: 300 Pearl Street, Olympic Towers, Suite 250, Buffalo, NY 14202

[CM/ECF - Add/Change Secondary Email Address](#)

1. Login to the CM/ECF Document Filing System: <https://ecf.nywb.uscourts.gov/>
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 secondary email addresses. **Use a hard return between email addresses.**
6. Place a check mark in the box: “to the secondary addresses”.
7. Towards the bottom of the screen, click on “Return to Account screen”
8. Towards the bottom of the next screen, click on “Submit”

You **MUST** receive the following message: “Successfully updated...”.
If you do not receive the message, the changes **will not** be saved.

Email information

Primary email address	<input type="text" value="william_powers@nywb.uscourts.gov"/>	Reenter primary email address	<input type="text" value="william_powers@nywb.uscourts.gov"/>
Secondary email address	<input type="text" value="johndoe@gmail.com"/> <input type="text" value="lynnsmith@hotmail.com"/>	Reenter secondary email address	<input type="text" value="johndoe@gmail.com"/> <input type="text" value="lynnsmith@hotmail.com"/>

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Notices will be sent for adversary proceedings in which I am directly involved and for their related bankruptcy ca

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML
 Text