

## Manage My Account

The Court must process these changes, they are not made immediately. Please allow 10 days for processing.

1. Go to: [www.pacer.uscourts.gov](http://www.pacer.uscourts.gov)
2. 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. There are 4 tabs: **Maintenance, Settings, Payments & Usage**. See below for details.

### **MAINTENANCE:** (Available links will depend upon e-filer status)

- Update Personal Information:
  - Name
  - Prefix
  - Suffix
- Update Address Information: (Please read W.D.N.Y. local policy)
  - Firmname
  - Address
  - Phone Numbers
- Update E-Filer Email Noticing and Frequency:
  - Primary E-Filing Email Address (where NEF's are sent)
  - Email Frequency (Daily Summary or One Per Filing)
  - Email Format (HTML or Text)
- Display Registered Courts
- Attorney Admissions/E-File Registration
  - W.D.N.Y. does not process Attorney Admissions via this link.
  - Register to be an e-filer
- Non-Attorney E-File Registration
  - Or an attorney who requires limited e-filing privileges
- Check E-File Status:
  - Deactivate ECF Account
- E-File Registration/Maintenance History

### **SETTINGS:**

- Change Username
- Change Password
- Set Security Information
- Update PACER Billing Email
- Set PACER Billing Preferences

### **PAYMENTS:**

- Make One-Time PACER Fee Payment
- Manage My Stored Payment Information

### **USAGE:**

- View Quarterly Invoice/Statement of Account
- View Detailed Transactions

To add/modify secondary e-mail addresses, login to: CM/ECF, under: Utilities > Maintain Your ECF Account > Email Information.