

Manage My Account

All changes to personal information MUST be made via PACER.

Exception: Add/modify the secondary e-mail address can still be done in CM/ECF under Maintain User Account.

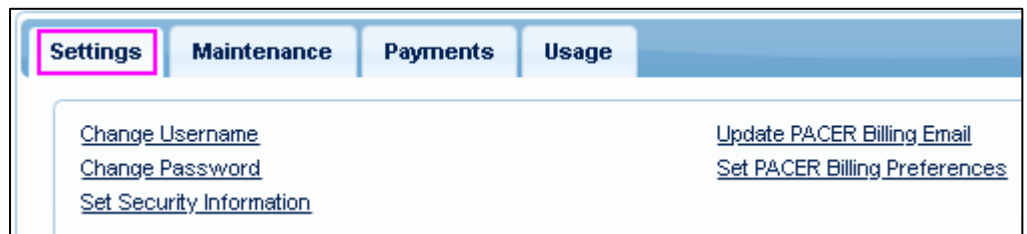
- Go to PACER (www.pacer.uscourts.gov)
- In the upper right corner, click on: 'Log in to...' or 'Menu'
- Click on: **Manage PACER Account**
- Log-in to PACER

There are four tabs to modify and view information:

1. **Settings**
2. **Maintenance**
3. **Payments**
4. **Usage**

Settings tab:

- Change Username
- Change Password
- Set Security Information
- Set PACER Billing Preferences
- **Update PACER Billing Email** is the Email address used when you registered for PACER

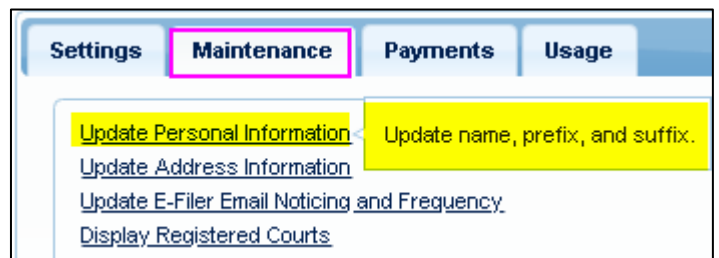


Maintenance tab:

- Hover your mouse over each option to see a description or see below
- Available links will depend on your status as an e-filer.

Update Personal Information

- update name, prefix, and suffix.
- any changes you make here will be sent to the courts in which you are registered.
- **Accounts are Non-Transferrable.** One person cannot replace another.



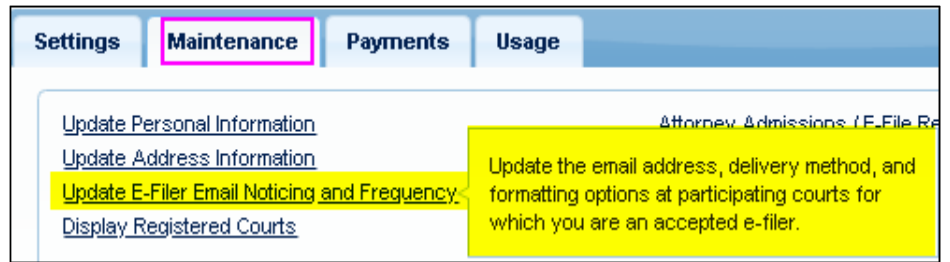
Update Address Information

- update firmname, address, phone.
- Reason for Update: is MANDATORY
- ***Updating your e-filing email address is a separate step, see next page.**



Update E-Filer Email Noticing and Frequency

- primary e-filing email address;
- email frequency;
(daily summary or one per filing)
- email format.
(html or text)



Display Registered Courts:

- View a list of courts in which you are admitted and/or registered to e-file.

Attorney Admissions / E-File Registration:

- Apply for attorney admissions or register to e-file at a participating court (attorneys only)
- *WDNY Bankruptcy Court does not process Attorney Admissions via this link.*

Non-Attorney E-File Registration:

- Register for e-file privileges at a participating court. Select this option if you are not an attorney or you are an attorney and only require Limited e-filing privileges. (ex: proof of claim, reaffirmation)

Check E-File Status:

- Determine whether you have active e-filing privileges in a specific court.

E-File Registration/Maintenance History:

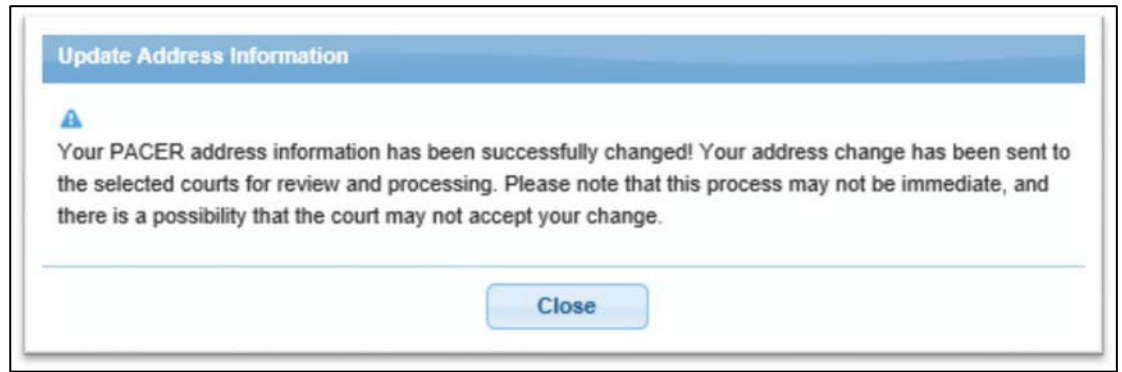
- View a list of all admissions and e-file registration and maintenance requests

At the bottom of the Update Address Information screen, there is an option to apply the updates to PACER Billing and U.S. Bankruptcy Courts. (if you are an e-filer)

The screenshot shows a form titled 'Apply Updates to Selected Courts'. There are two main sections, each with a checked checkbox and the address '2 Niagara Square, Buffalo, NY 14202, Phone: 716-362-3200'. The first section is labeled 'PACER Billing' and the second is labeled 'U.S. Bankruptcy Courts'. At the bottom right of the form, there are two buttons: 'Submit' and 'Re'.

Once the submission is made, you will see this message.....

- Please note that this process may not be immediate.



Payments tab:

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



Usage tab:

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

