

Manage My Account: Updates (Rev. 7/2021)

Address Change:

The Western District of New York Bankruptcy Court will update **all pending cases**.

Please be advised that if you had updated your contact information on a prior occasion to **change your firm information**, but you had not effectuated an attorney substitution at that time, your new address will now appear on any cases in which you appeared at your old firm.

Firm Change & Firm Name Change:

The Western District of New York Bankruptcy Court will update your CM/ECF account **going forward only, no previously filed cases will be updated**.

In order to update your information on pending cases, you must file a Consent to Substitute Attorney form. You may find the form and procedures on the Court's website, www.nywb.uscourts.gov, under the heading: [For Attorneys](#).

- To retrieve a list of cases, log in to CM/ECF, click on Reports > Attorney Pending Cases; or
 - Go to Query
 - enter your Last Name and First name;
 - for "Type", select "Attorney";
 - for "Filed Date" enter a beginning and end date;
 - and/or select "Open" cases.
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Email Change:

The Western District of New York Bankruptcy Court will update your email address **going forward only, no previously filed cases will be updated**.

* Please note that updating your e-filer email address is a separate step that should be done immediately. Go to www.pacer.gov, in the upper right corner, click on 'Manage My Account', select the 'Maintenance' tab, click on 'Update E-Filer Email Noticing and Frequency'.

Name Change:

Accounts are non-transferrable. One person cannot replace another. Each person must create their own account. These requests will be rejected.