

Update CM/ECF Secondary Email Address

1. Login to the CM/ECF Document Filing System: <https://ecf.nywb.uscourts.gov/>
2. Go to the 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"
9. You MUST receive the following message: "Successfully updated..."
If you do not receive the message, the changes will not be saved.

Email information for John Doe

Primary email address nywbtester+barb@gmail.com [Update my primary email address](#)

Secondary email address john_doe@gmail.com
Jane_smith@gmail.com

Reenter secondary email address john_doe@gmail.com
Jane_smith@gmail.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

Send notices for adversary proceedings in which I am directly involved and for their related

Send notices for adversary proceedings in which I am directly involved but not for their related

You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML
 Text

[Return to Account screen](#)

To update your Primary E-filing Email address, go to PACER > Manage My Account > the Maintenance tab > Update E-Filed Email Noticing and Frequency