



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
MAINTAIN YOUR ACCOUNT HAND-OUT

Pursuant to the General Order for electronic filing, Electronic Case Filing (ECF) users are **required** to maintain and update their account information. An ECF user whose name, e-mail address, law firm/office name, mailing address, telephone or fax number has changed shall, within five (5) days, file and serve a copy of the notice of change of attorney information upon all opposing parties in each pending case. Account information should be updated as soon as possible to ensure Notice of Electronic Filings are sent to the correct address.

* Utilize the **Civil/Criminal Change of Attorney Information (G-06)** events which are located under the **Notices** events category to electronically file the notice of change of attorney information forms/pleading in each case said change is to be made.

* **DO NOT** change your CM login to match your PACER login. Doing so will result in loss of ECF access.

★ To access your individual attorney record utilize the CM/ECF Toolbar - **Utilities** option. Once the **Utilities** option is open click on the **1. Maintain Your Address**, **2. Maintain Your E-mail** or **3. Maintain Your Login/Password** option.

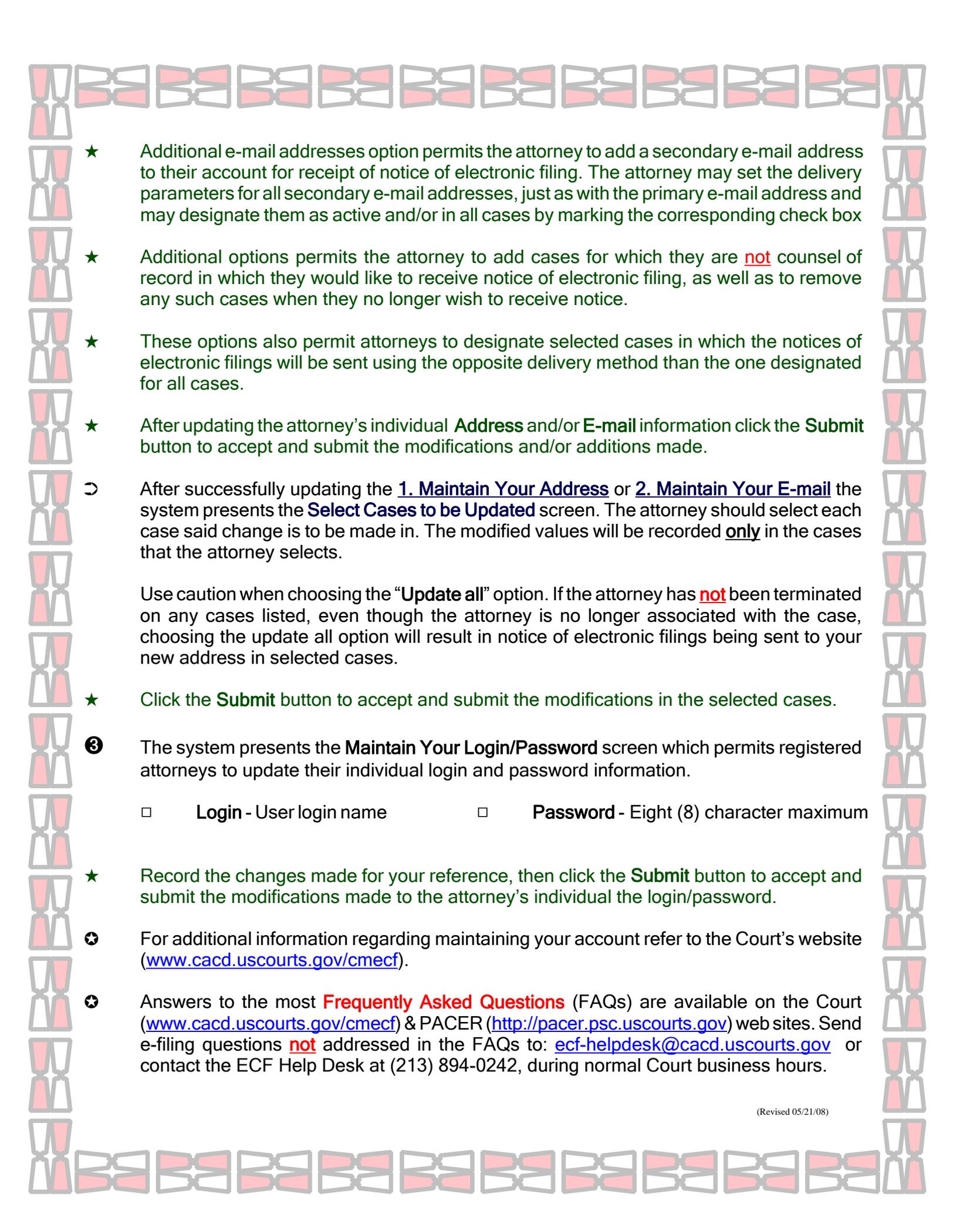
① The system presents the **Maintain Your Address** screen which permits registered attorneys to update their individual firm, address and telephone number information.

- | | |
|--|---|
| <input type="checkbox"/> Office field - Law Firm / Office name | <input type="checkbox"/> Unit - Building Name |
| <input type="checkbox"/> Address 1 - Physical street address | <input type="checkbox"/> Address 2 - Post Office Box address |
| <input type="checkbox"/> Address 3 - Private Mail Box address | <input type="checkbox"/> City - Do not abbreviate |
| <input type="checkbox"/> State - Standard 2 letter abbreviation | <input type="checkbox"/> Zip - Zipcode (Full 9 digit code permitted) |
| <input type="checkbox"/> Country - Do not include USA | <input type="checkbox"/> County - This field is not required |
| <input type="checkbox"/> Phone - Enter area code first | <input type="checkbox"/> Fax - Enter area code first |

If an attorney does not consent to electronic service, the attorney must insert "**ATTORNEY DOES NOT CONSENT TO ELECTRONIC SERVICE.**" in the **Unit** field.

② The system presents the **Maintain Your E-mail** screen which permits registered attorneys to update their individual e-mail address and to associate secondary e-mail addresses with their individual account.

- | | |
|---|---|
| <input type="checkbox"/> Primary E-mail Address - Attorney | <input type="checkbox"/> Format - HTML or Text |
| <input type="checkbox"/> Delivery Method - Individual or Summary (NEF) | <input type="checkbox"/> Active - Check box should be marked |
| <input type="checkbox"/> Add Additional E-mail Address | <input type="checkbox"/> In All My Cases - Yes |
| | <input type="checkbox"/> Additional Options - Select Additional Cases & Deliver Method Exceptions. |

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- ★ Additional e-mail addresses option permits the attorney to add a secondary e-mail address to their account for receipt of notice of electronic filing. The attorney may set the delivery parameters for all secondary e-mail addresses, just as with the primary e-mail address and may designate them as active and/or in all cases by marking the corresponding check box
 - ★ Additional options permits the attorney to add cases for which they are **not** counsel of record in which they would like to receive notice of electronic filing, as well as to remove any such cases when they no longer wish to receive notice.
 - ★ These options also permit attorneys to designate selected cases in which the notices of electronic filings will be sent using the opposite delivery method than the one designated for all cases.
 - ★ After updating the attorney's individual **Address** and/or **E-mail** information click the **Submit** button to accept and submit the modifications and/or additions made.
 - ↳ After successfully updating the **1. Maintain Your Address** or **2. Maintain Your E-mail** the system presents the **Select Cases to be Updated** screen. The attorney should select each case said change is to be made in. The modified values will be recorded **only** in the cases that the attorney selects.

Use caution when choosing the “**Update all**” option. If the attorney has **not** been terminated on any cases listed, even though the attorney is no longer associated with the case, choosing the update all option will result in notice of electronic filings being sent to your new address in selected cases.
 - ★ Click the **Submit** button to accept and submit the modifications in the selected cases.
 - ③ The system presents the **Maintain Your Login/Password** screen which permits registered attorneys to update their individual login and password information.
 - Login** - User login name
 - Password** - Eight (8) character maximum
 - ★ Record the changes made for your reference, then click the **Submit** button to accept and submit the modifications made to the attorney's individual the login/password.
 - ★ For additional information regarding maintaining your account refer to the Court's website (www.cacd.uscourts.gov/cmecf).
 - ★ Answers to the most **Frequently Asked Questions** (FAQs) are available on the Court (www.cacd.uscourts.gov/cmecf) & PACER (<http://pacer.psc.uscourts.gov>) web sites. Send e-filing questions **not** addressed in the FAQs to: ecf-helpdesk@cacd.uscourts.gov or contact the ECF Help Desk at (213) 894-0242, during normal Court business hours.