

## This tutorial will walk you through the features of “Maintain Your Account”.

### 1. Log in to ECF using the ECF username and password.

#### Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

**Authentication**

Login:

Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

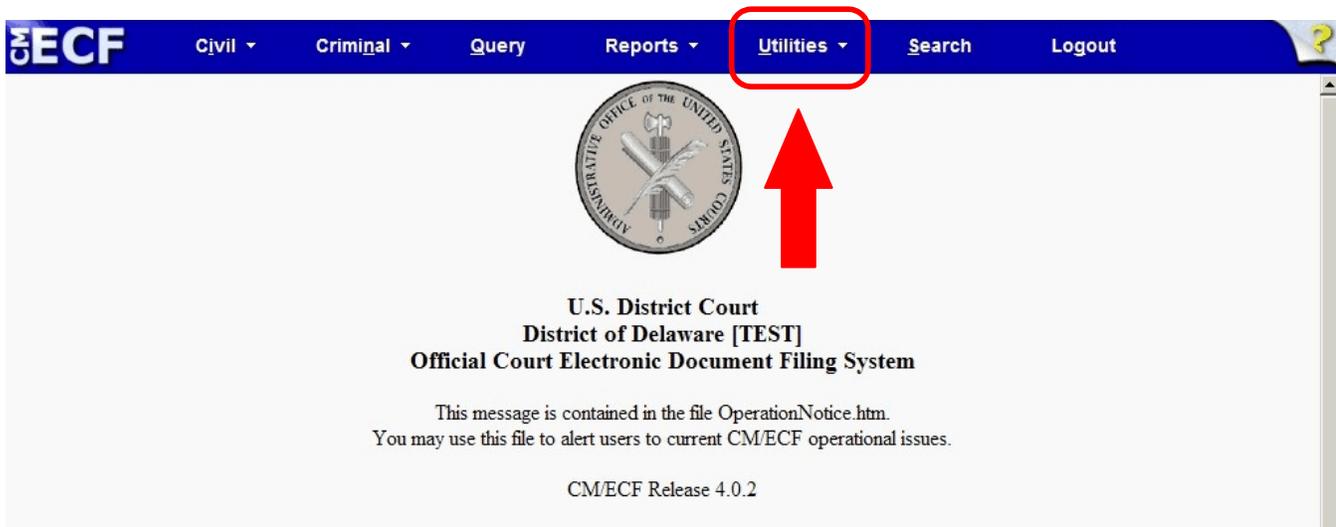
I understand that, if I file, I must comply with the redaction rules. I have read this notice.

#### Notice

An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.

### 2. Click on the “Utilities” option.



### 3. Click on the “Maintain Your Account” option.



4. Click on the “Email information” button.

The screenshot shows the 'Maintain User Account' form in the ECF system. The form includes fields for personal information such as Last name (Ware), First name (Dela), Middle name, Generation, Gender, ATY Type, Title, Bar number, Type aty, Prisoner id, Office (Smith Smith & Hayes), Unit (1234), Address 1 (123 Market Street), Address 2 (Suite 123), Address 3, City (Wilmington), State (DE), Zip (12345), Country, County, Phone, and Fax. There are also fields for Initials, DOB, and End date. A checkbox for 'Add Headers to PDF Documents' is checked. At the bottom left, the 'Email information...' button is highlighted with a red box, and a red arrow points to it from the right.

5. Click on the “Add New E-mail Address” button.

The screenshot shows the 'Email Information for Dela Ware' page. It is divided into two main sections: 'Registered e-mail addresses' and 'Configuration options'. Under 'Registered e-mail addresses', there is a 'Primary e-mail address' field containing 'delaware@anyplace.com' and a link to 'delaware@anyplace.com'. Below that, under 'Secondary e-mail addresses', there is a link 'add new e-mail address' which is highlighted with a red box and a red arrow pointing to it from the right. There are also buttons for 'Return to Person Information Screen' and 'Clear'. The 'Configuration options' section includes a text input field for 'delaware@anyplace.com', several radio button options for 'Should this e-mail address receive notices?' (Yes, No, Per Filing, Summary Report), a radio button option for 'In what format should notices be sent to this e-mail address?' (HTML, Text), another radio button option for 'Should this e-mail address receive general announcement notices from this court?' (Yes, No), a 'Show all cases for this e-mail address' button with a note '(Copy case lists from here)', and a 'Case-specific options' section with an 'Add additional cases for noticing' input field and a note 'These cases will send notice per filing. (default method)'.

6. In the top half of the screen, type the primary e-mail address and answer the questions below the address regarding the following:

- whether or not the e-mail address should receive notices;
- the delivery method;
- HTML, or text format;
- whether or not the e-mail address should receive general announcements from the Court;

The screenshot shows the 'Email Information for Dela Ware' page. The 'Configuration options' section is highlighted with a red box, and a red arrow points to the email address field. The page includes a navigation bar with 'ECF' and various menu items like 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The 'Registered e-mail addresses' section shows a primary email address 'delaware@anyplace.com' and a secondary email address field with a 'Clear' button. The 'Configuration options' section includes radio buttons for 'Should this e-mail address receive notices?' (Yes/No), 'How should notices be sent to this e-mail address?' (Per Filing/Summary Report), and 'In what format should notices be sent to this e-mail address?' (HTML/Text). There is also a button for 'Show all cases for this e-mail address' and a section for 'Case-specific options' with an input field for 'Add additional cases for noticing'.

7. In the box located in the bottom half of the screen, list any case for which you would like to receive a NEF, but are not counsel of record. Enter “Find This Case” and “Add Case(s)”.

The screenshot shows the 'Email Information for Dela Ware' page. The 'Add additional cases for noticing' section is highlighted with a red box, and a red arrow points to the 'Find This Case' button. The page layout is identical to the previous screenshot. The 'Case-specific options' section now shows the input field containing '05mc1' and the 'Find This Case' button.

8. Add additional staff members who should also receive the NEF's in your cases by selecting "Add New E-mail Address" under the section for "Secondary E-mail Addresses". Complete steps 6 and 7 above for each of these e-mail addresses.

The screenshot shows the ECF system interface for 'Email Information for Dela Ware'. The page is divided into two main sections: 'Registered e-mail addresses' and 'Configuration options'. Under 'Registered e-mail addresses', there is a 'Primary e-mail address' field containing 'delaware@anyplace.com' and a 'Secondary e-mail addresses' section. The 'Secondary e-mail addresses' section contains a red-bordered box around the text 'add new e-mail address', with a red arrow pointing to it. Below this are buttons for 'Return to Person Information Screen' and 'Clear'. The 'Configuration options' section includes a text input field for 'delaware@anyplace.com', several radio button options for receiving notices (Yes/No, Per Filing/Summary Report, HTML/Text, Yes/No), a 'Show all cases for this e-mail address' button, and a 'Case-specific options' section with a 'Find This Case' button. A note at the bottom states 'These cases will send notice per filing. (default method)'.

9. Once the information is entered, click on the "Return to Person Information Screen".

This screenshot is identical to the one above, showing the 'Email Information for Dela Ware' page. In this view, the 'Return to Person Information Screen' button in the 'Registered e-mail addresses' section is highlighted with a red box, and a red arrow points upwards towards it. The 'add new e-mail address' link is no longer highlighted.

### 10. Click on the “Submit” button.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Maintain User Account**

Last name Ware First name Dela  
Middle name Generation  
Gender ATY Type All  
Title  
Bar number Type aty  
Prisoner id  Add Headers to PDF Documents  
Office Smith Smith & Hayes  
Unit 1234  
Address 1 123 Market Street  
Address 2 Suite 123  
Address 3  
City Wilmington State DE Zip 12345  
Country County  
Phone Fax  
Initials DOB End date

Email information... More user information...  
**Submit**

### 11. Click on the “Submit” button again.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Searching for existing Attorney Records**  
Select the cases to be updated

*CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.*

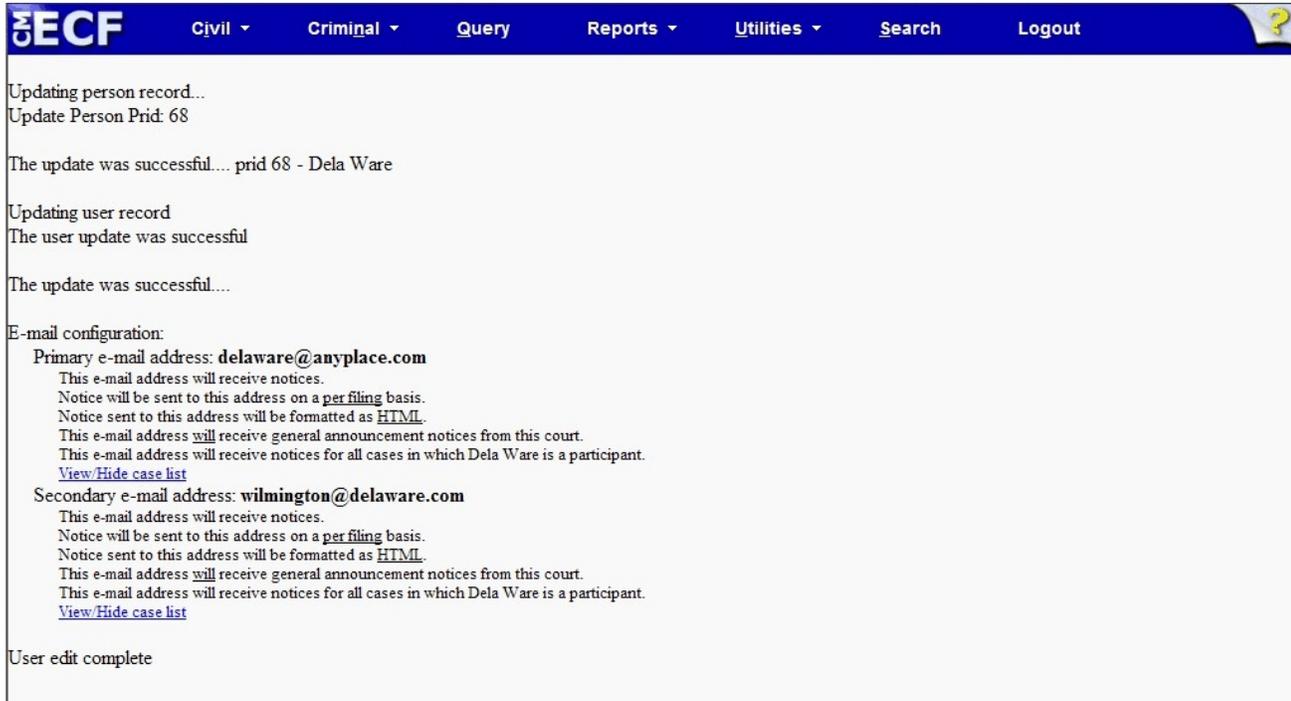
*If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the \*\*\*Update None\*\*\* option.*

*If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded ONLY in the accessible cases that you select or ALL cases if you choose the \*\*\*Update All\*\*\* option. If you select the \*\*\*Update None\*\*\* option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.*

\*\*\* Update All \*\*\*  
\*\*\* Update None \*\*\*  
0:4-cv-7 Mouse v. Mouse et al (Plaintiff)

**Submit**

## 12. This final screen will confirm that the changes made have been accepted.



The screenshot shows the ECF system interface with a blue header bar containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area displays a series of confirmation messages:

- Updating person record...  
Update Person Prid: 68  
The update was successful.... prid 68 - Dela Ware
- Updating user record  
The user update was successful  
The update was successful....
- E-mail configuration:
  - Primary e-mail address: **delaware@anyplace.com**
    - This e-mail address will receive notices.
    - Notice will be sent to this address on a per filing basis.
    - Notice sent to this address will be formatted as HTML.
    - This e-mail address will receive general announcement notices from this court.
    - This e-mail address will receive notices for all cases in which Dela Ware is a participant.
    - [View/Hide case list](#)
  - Secondary e-mail address: **wilmington@delaware.com**
    - This e-mail address will receive notices.
    - Notice will be sent to this address on a per filing basis.
    - Notice sent to this address will be formatted as HTML.
    - This e-mail address will receive general announcement notices from this court.
    - This e-mail address will receive notices for all cases in which Dela Ware is a participant.
    - [View/Hide case list](#)
- User edit complete