

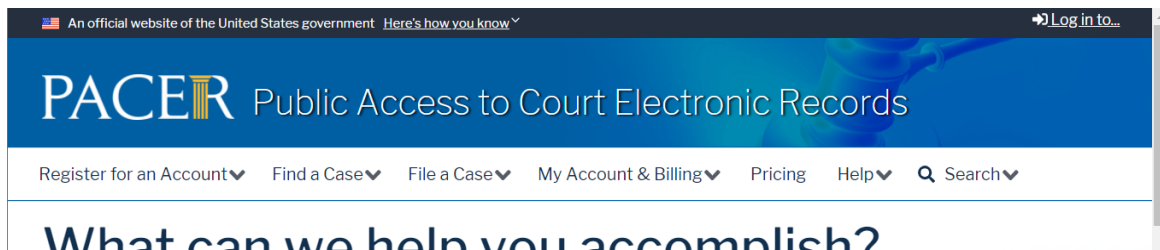
Central Sign-On: Account Updates

Guidelines

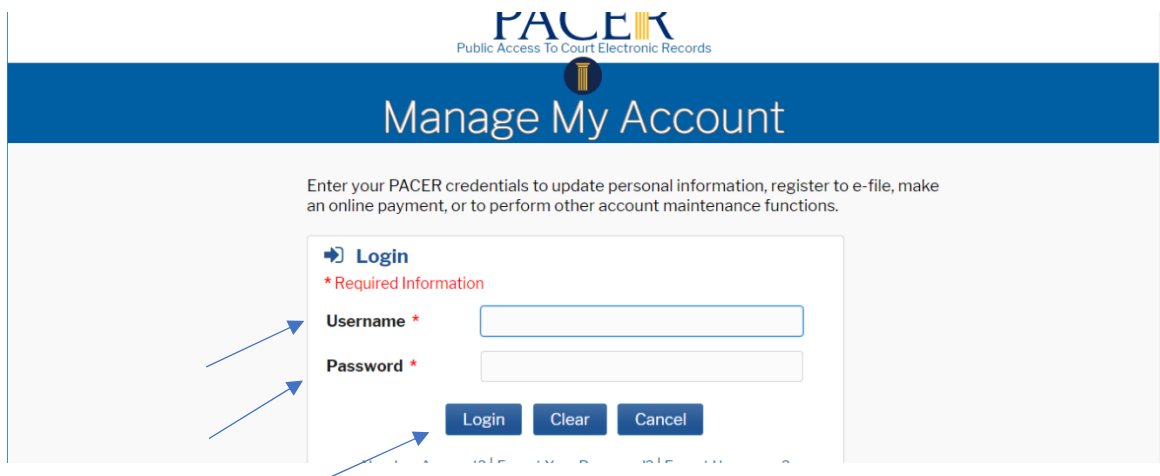
- All electronic filers must have a PACER account.
- All updates to filer's account information in ECF such as address, phone number, email address, etc. must be submitted to the Court through PACER.
Note: Only the primary email address can be updated in PACER. Secondary email address updates must be done through CM/ECF or requested directly through the Court.
- All updates will be reviewed and processed by the Court.

Steps to Update an Account

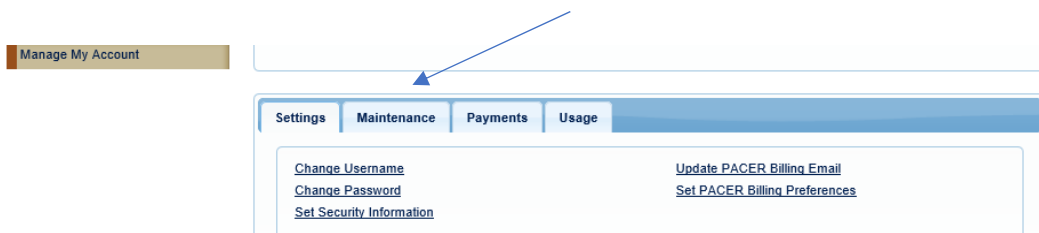
1. Go to <https://pacer.uscourts.gov>. Click **Log into..** > **Manage PACER Account**.



2. Enter the PACER **Username** and **Password**. Click **Login**.



3. Click **Maintenance** tab.



4. Click one of the following to submit updates to the Court for review:
- **Update Personal Information** for name changes
 - **Update Address Information** for address or phone number changes
 - **Update E-Filer Email Noticing and Frequency** for email address changes.

Note: Only the primary email address can be updated in PACER. Secondary email address changes must be requested directly to the Court.

Account Number 7039652
Username tetester59
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Update E-Filer Email Noticing and Frequency](#) [Check E-File Status](#)
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

Update Personal information to edit name. Click **Submit**.

Account Number 7039652
Username tetester59
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Update Personal Information

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

A dialog box will appear indicating the change was successful. Click **Close**.

Note: Updates to personal information are automatically sent to the Courts where the filer is registered, and the court will have to approve the changes.

Update Personal Information

⚠ Your personal information has been successfully changed!

Update Address Information to update **Firm/Office, Address, City, State, County, zip code** and/or **phone/fax numbers**. Enter **Reason** for update.

Update Address Information

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

*** Required Information**

Firm/Office: Tester Law Office
Unit/Department:
Address *: 223 Test St
Room/Suite:
City *: Test
State *: Indiana
County *: VANDERBURGH
Zip/Postal Code *: 47710
Country *: United States of America
Primary Phone *: 812-449-8440
Alternate Phone:
Text Phone:
Fax Number:
Reason for update: Incorrect street address number.

Select applicable option in **Apply update to (All Cases, Closed Cases, Open Cases, None)**. Click box(es) to **Apply Updates to Selected Court(s)**. Click **Submit**.

Reason for update: Incorrect street address number.

Check here if this address update applies to the entire firm.

Apply update to:
Select
All Cases
Closed Cases
Open Cases
None

Apply Updates to Selected Court(s)

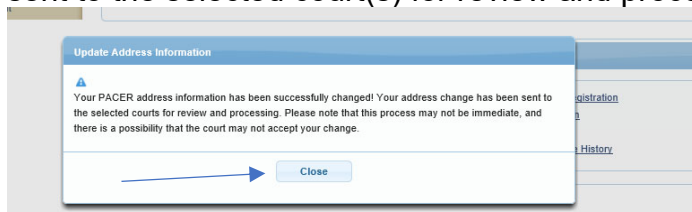
PACER Billing

Tester Law Office
123 Test St
Test, IN 47710
Phone: 812-449-8440

U.S. Bankruptcy Courts

Indiana Southern Bankruptcy Court (test) - NextGen
Amanda Trustee
123 Test St
Test, IN, 47710
Phone: 812-449-8440

Dialog box will appear indicating information has been changed successfully and has been sent to the selected court(s) for review and processing. Click **Close**.



Update E-Filer Email Noticing and Frequency to update email address.

Click box under **Apply Updates to Selected Courts**.

You will then need to re-enter this page and follow the same steps for the next court.

Apply Updates to Selected Courts

U.S. Bankruptcy Courts

Indiana Southern Bankruptcy Court (test) - NextGen

Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)

Email ttester@testerlaw.com

Email Frequency Once Per Day (Daily Summary)

Email Format HTML

Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

[Show pending noticing updates for this court](#)

*** Required Information**

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

Enter update (**Primary Email, Email Frequency or Email Format**). Click **Submit**.

Indiana Southern Bankruptcy Court (test) - NextGen

Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)

Email ttester@testerlaw.com

Email Frequency Once Per Day (Daily Summary)

Email Format HTML

Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

[Show pending noticing updates for this court](#)

*** Required Information**

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

Dialog box will appear indicating changes have been sent to the selected Court(s) for review and processing. Click **Close**.

