

## I. Maintain Your Account (E-mail)

After logging into ECF, attorneys can update their primary e-mail address, add additional cases to receive NEFs, add additional e-mail addresses to receive NEFs, and designate delivery methods for receiving NEFs.

Click on Utilities.



Click on Maintain Your E-mail.

**Utilities**

|                                              |                                    |
|----------------------------------------------|------------------------------------|
| <b>Your Account</b>                          | <b>Miscellaneous</b>               |
| <a href="#">Maintain Your Login/Password</a> | <a href="#">Legal Research ...</a> |
| <a href="#">Maintain Your E-mail</a> ←       | <a href="#">Mailings...</a>        |
| <a href="#">View Your Transaction Log</a>    |                                    |
| <a href="#">Change Client Code</a>           | <a href="#">Verify a Document</a>  |
| <a href="#">Change Your PACER Login</a>      |                                    |
| <a href="#">Review Billing History</a>       |                                    |
| <a href="#">Show PACER Account</a>           |                                    |
| <a href="#">Remove Default PACER Account</a> |                                    |

The e-mail information screen will appear below. If the attorney wants to change the primary e-mail address, it may be done in the box shown below.

**Email Information for John Smith**

|                                                              |                                       |                                             |               |                        |                                           |
|--------------------------------------------------------------|---------------------------------------|---------------------------------------------|---------------|------------------------|-------------------------------------------|
| <b>Primary E-mail Address</b>                                | <b>Format</b>                         | <b>Delivery Method</b>                      | <b>In All</b> | <b>Active My Cases</b> | <b>Additional Options</b>                 |
| <input type="text" value="deadmail@tnmd.uscourts.gov"/>      | <input type="text" value="HTML"/>     | <input type="text" value="Individual NEF"/> | Yes           | Yes                    | <input type="text" value="Hide Options"/> |
| <input type="button" value="Add Additional E-mail Address"/> | <input type="button" value="Submit"/> | <input type="button" value="Clear"/>        |               |                        |                                           |

### A. Additional Cases

To receive NEFs on cases where the attorney is not counsel of record, click on Additional Cases in the pull-down menu. (Attorneys that designate additional cases do NOT get the free look.)

**Email Information for John Smith**

|                                                              |                                       |                                             |               |                        |                                                                                                                                                         |
|--------------------------------------------------------------|---------------------------------------|---------------------------------------------|---------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary E-mail Address</b>                                | <b>Format</b>                         | <b>Delivery Method</b>                      | <b>In All</b> | <b>Active My Cases</b> | <b>Additional Options</b>                                                                                                                               |
| <input type="text" value="deadmail@tnmd.uscourts.gov"/>      | <input type="text" value="HTML"/>     | <input type="text" value="Individual NEF"/> | Yes           | Yes                    | <input type="text" value="Hide Options"/>                                                                                                               |
| <input type="button" value="Add Additional E-mail Address"/> | <input type="button" value="Submit"/> | <input type="button" value="Clear"/>        |               |                        | <input type="text" value="Hide Options"/><br><input type="text" value="Additional Cases"/> ←<br><input type="text" value="Delivery Method Exceptions"/> |

At the drop-down box next to the Additional Cases to Receive NEFs, click Add.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | Active | In All My Cases | Additional Options |
|----------------------------|--------|-----------------|--------|-----------------|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes             | Additional Cases   |

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Show **Additional Cases to Receive NEFs**

- Show
- Add** ←
- Remove

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Add Additional E-mail Address    Submit    Clear

Enter the case number and click Add to List.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | Active | In All My Cases | Additional Options |
|----------------------------|--------|-----------------|--------|-----------------|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes             | Additional Cases   |

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Add **Additional Cases to Receive NEFs**

Enter case number  and click

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Add Additional E-mail Address    Submit    Clear

The case will now be displayed in the Show window.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | Active | In All My Cases | Additional Options |
|----------------------------|--------|-----------------|--------|-----------------|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes             | Additional Cases   |

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Show **Additional Cases to Receive NEFs**

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Add Additional E-mail Address    Submit    Clear

Cases may be removed by selecting the Remove menu item.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | Active | In All My Cases | Additional Options |
|----------------------------|--------|-----------------|--------|-----------------|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes             | Additional Cases   |

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Remove ▾ **Additional Cases to Receive NEFs**

|        |                             |
|--------|-----------------------------|
| Show   | 10 Steenbergen v. Fairhurst |
| Add    |                             |
| Remove |                             |

Select case from list and click

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#### B. Delivery Method Exceptions

There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select *Delivery Method Exceptions* from the *Additional Options* drop-down list. If the user then selects *Add* from the *Delivery Method Exceptions* drop-down list that appears, the user can select the case(s) to add for the other delivery method.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | Active | In All My Cases | Additional Options         |
|----------------------------|--------|-----------------|--------|-----------------|----------------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes             | Delivery Method Exceptions |

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Add ▾ **Delivery Method Exceptions**

The following cases will receive Summary NEF e-mails.

|                                        |
|----------------------------------------|
| 3:05-cv-00010 Steenbergen v. Fairhurst |
|----------------------------------------|

Select case to add to list here ▾ and click

## C. Secondary E-mail Addresses

To add secondary e-mail addresses, click the Add Additional E-mail Address button.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | In All |     | Additional Options |
|----------------------------|--------|-----------------|--------|-----|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes | Additional Cases   |

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Show Additional Cases to Receive NEFs

3:05-cv-00010 Steenbergen v. Fairhurst

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Add Additional E-mail Address    Submit    Clear



Enter the secondary e-mail address in the space provided.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | In All |     | Additional Options |
|----------------------------|--------|-----------------|--------|-----|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes | Additional Cases   |

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Show Additional Cases to Receive NEFs

3:05-cv-00010 Steenbergen v. Fairhurst

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**Secondary E-mail Addresses**

|                                |      |                |                                     |                          |              |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|--------------|
| ann_g_frantz@tnmd.uscourts.gov | HTML | Individual NEF | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Hide Options |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|--------------|

Add Additional E-mail Address    Submit    Clear



If counsel wants the secondary e-mail address to receive all NEFs, check the checkbox under In All My Cases.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | Active | In All My Cases | Additional Options |
|----------------------------|--------|-----------------|--------|-----------------|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes             | Additional Cases   |

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Show Additional Cases to Receive NEFs  
3:05-cv-00010 Steenbergen v. Fairhurst

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**Secondary E-mail Addresses**

|                                |      |                |                                     |                                     |              |
|--------------------------------|------|----------------|-------------------------------------|-------------------------------------|--------------|
| ann_g_frantz@tnmd.uscourts.gov | HTML | Individual NEF | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Hide Options |
|--------------------------------|------|----------------|-------------------------------------|-------------------------------------|--------------|

Add Additional E-mail Address   Submit   Clear

If counsel wants the secondary e-mail address to receive specific NEFs, leave the box unchecked, designate Specific or Additional Cases in the drop-down box, and click the Add button next to Specific or Additional Cases to Receive NEFs.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | Active | In All My Cases | Additional Options |
|----------------------------|--------|-----------------|--------|-----------------|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes             | Additional Cases   |

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Show Additional Cases to Receive NEFs  
3:05-cv-00010 Steenbergen v. Fairhurst

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**Secondary E-mail Addresses**

|                                |      |                |                                     |                          |                              |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|------------------------------|
| ann_g_frantz@tnmd.uscourts.gov | HTML | Individual NEF | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specific or Additional Cases |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|------------------------------|

Show Specific or Additional Cases to Receive NEFs

- Show
- Add
- Remove

Add Additional E-mail Address   Submit   Clear

Enter the case number, and click Add to List.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | In All |     | Additional Options |
|----------------------------|--------|-----------------|--------|-----|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes | Additional Cases   |

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Show Additional Cases to Receive NEFs

3:05-cv-00010 Steenbergen v. Fairhurst

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**Secondary E-mail Addresses**

|                                |      |                |                                     |                          |                              |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|------------------------------|
| ann_g_frantz@tnmd.uscourts.gov | HTML | Individual NEF | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specific or Additional Cases |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|------------------------------|

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Add Specific or Additional Cases to Receive NEFs

Enter case number  and click

The case will now be displayed in the Show window.

**Email Information for John Smith**

| Primary E-mail Address     | Format | Delivery Method | In All |     | Additional Options |
|----------------------------|--------|-----------------|--------|-----|--------------------|
| deadmail@tnmd.uscourts.gov | HTML   | Individual NEF  | Yes    | Yes | Additional Cases   |

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Show Additional Cases to Receive NEFs

3:05-cv-00010 Steenbergen v. Fairhurst

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**Secondary E-mail Addresses**

|                                |      |                |                                     |                          |                              |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|------------------------------|
| ann_g_frantz@tnmd.uscourts.gov | HTML | Individual NEF | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specific or Additional Cases |
|--------------------------------|------|----------------|-------------------------------------|--------------------------|------------------------------|

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Show Specific or Additional Cases to Receive NEFs

2:98-cv-00011 Walker v. Dell Computers, Inc. - Representing James Walker

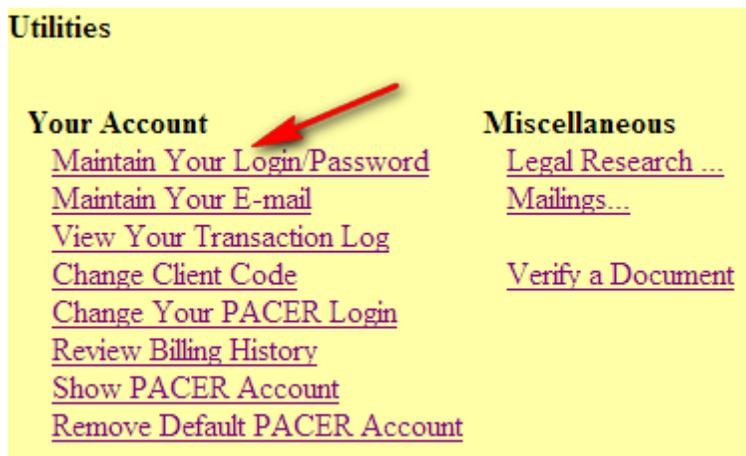
## II. Maintain Your Account (Changing the Password)

After logging into ECF, attorneys can change or customize their password.

Click on Utilities.



Click on Maintain Your Login/Password.



The Login and Password information screen will appear below. The login is the first four letters of the attorney's last name and the last 4 digits of the attorney's BPR number. The login may not be changed. The attorney may change the password by highlighting it and typing in a new password, up to 8 characters. After the change is made, click on the Submit button.

| More User Information for John Smith  |                                       |               |                  |
|---------------------------------------|---------------------------------------|---------------|------------------|
| Login                                 | <input type="text" value="smit0143"/> | Last login    | 09-24-2007 14:42 |
| Password                              | <input type="password" value=""/>     | Current login | 09-24-2007 14:42 |
| Prid                                  | 143                                   | Create date   | 06/14/2005       |
| Registered                            | Y                                     | Update date   | 10/10/2006       |
| Internet Credit Card                  | N                                     |               |                  |
| Groups                                | Attorney                              |               |                  |
| <input type="button" value="Submit"/> | <input type="button" value="Clear"/>  |               |                  |