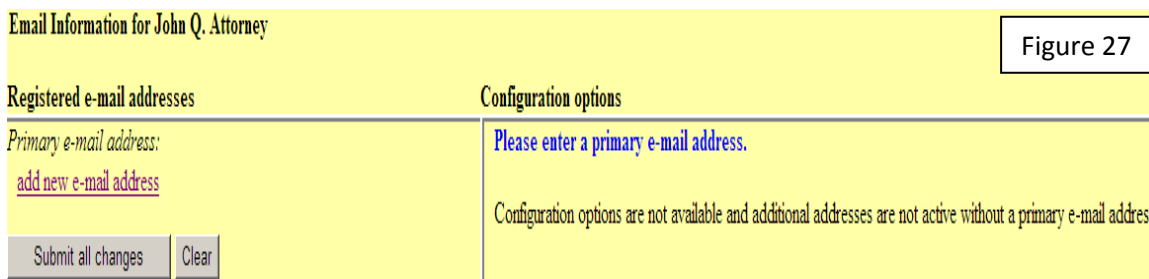# Maintain Your Account

I. The Utilities feature provides the means for users to maintain their accounts, and other miscellaneous features.

   A. E-mail: In 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 the [Utilities] feature in the menu at the top of the main CM/ECF Official Court Electronic Filing System screen and the screen in Figure 26 will appear.

Figure 26

Utilities

Your Account
Maintain Your Login/Password
Maintain Your E-mail
View Your Transaction Log
Change Client Code
Change Your PACER Login
Review Billing History
Show PACER Account
Remove Default PACER Account

Miscellaneous
Legal Research ...
Mailings...

Verify a Document
Internet Payment History

System Maintenance

   NOTE: To change or update the mailing address, you must contact the Clerk's Office.

   1. Click on Maintain Your E-mail as shown in Figure 26. The initial state of the Email Information screen is shown in Figure 27.

Figure 27

Email Information for John Q. Attorney

Registered e-mail addresses

Primary e-mail address:
add new e-mail address

Submit all changes   Clear

Configuration options

Please enter a primary e-mail address.

Configuration options are not available and additional addresses are not active without a primary e-mail address.

2. The initial Email Information screen is divided into two sides. On the left side, there is one add new email address hyperlink for the primary email address. When the user clicks the 'add new e-mail address' hyperlink, a text field appears on the right side of the screen. The user should enter his/her e-mail address in this field. See Figure 28.

Email Information for John Q. Attorney

Figure 28

Registered e-mail addresses	Configuration options
Primary e-mail address:	**Please enter a primary e-mail address.**
	Configuration options are not available and additional addresses are not active without a primary e-mail address.
Submit all changes Clear	

3. Once the user enters a complete email address in the blank box shown in Figure 28, configuration options appear under the email address on the right side of the screen and the ability to add a secondary e-mail address hyperlink appears on the left side of the screen as shown in Figure 29.

Email Information for John Q. Attorney

Figure 29

Registered e-mail addresses	Configuration options
Primary e-mail address:	deadmail@tnmd.uscourts.gov
deadmail@tnmd.uscourts.gov	
	Should this e-mail address receive notices? ⊙ Yes ○ No
Secondary e-mail addresses:	
add new e-mail address	How should notices be sent to this e-mail address? ⊙ Per Filing ○ Summary Report
Submit all changes Clear	Should this e-mail address receive a "no activity" notice when no summary noticing occurs? ○ Yes ⊙ No
	In what format should notices be sent to this e-mail address? ⊙ HTML ○ Text
	Should this e-mail address receive general announcement notices from this court? ⊙ Yes ○ No
	Show all cases for this e-mail address *(Copy case lists from here)*

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing. (default method)*
3:08-cr-00001-3 Joe Doe (interest)
3:08-cr-00001-2 Jane Doe (interest)

Remove selected cases   Change selected cases to notice as a summary report

These cases will send notice *as a summary report. (alternate method)*
3:10-cv-00001 Baker v. Smith (interest)

Remove selected cases   Change selected cases to notice per filing

4. Configuration Options

   a. Should this e-mail address receive notices?

      For the primary email address, the default is Yes. To disable the primary address, select No. If set to No, the primary email address will not receive notices of electronic filing (NEFs)—this is not recommended.

   b. How should notices be sent to this e-mail address?

      Sets the default delivery method for notices sent to this address. If Per Filing, an email will be sent for each individual NEF. If Summary Report, one daily summary email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: Should this e-mail address receive a "no activity" notice when no summary noticing occurs? If Yes, the Daily Summary Report email will include the message "no transactions found for this time period" if no activity occurs in the cases for which the user is configured to receive summary notices. If No, then no email will be generated when there is no activity in the cases.

   c. In what format should notices be sent to this e-mail address?

      Controls the format of the emails—either HTML or Text.

   d. Should this e-mail address receive general announcement notices from this court?

      If No, the user will not receive general court announcement email message unless the court overrides the user's preference (e.g., the message is urgent and must be sent to all users).

   e. Show all cases for this e-mail address.

      Displays a list of all of the cases for which the user is configured to receive NEFs.

5. Case-Specific Options

    a. To add additional cases for which to receive NEFs, enter the case number(s) in the Add additional cases for noticing text field and then either click Enter or Find This Case. After selecting the appropriate case(s), click Add case(s). This will add the case(s) to the list of cases in the default method of service list (the first list of cases).

    b. To move cases from the default method list to the alternate method list, the user should click the case number(s) in the primary list and then click the Change selected cases to notice as a summary report button (if summary noticing is the default method, then this button will be labeled Change selected cases to notice per filing). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the Delete selected cases button.

6. Secondary E-Mail Addresses

    a. If a secondary email addresses is added under the primary e-mail address, the additional "Should this e-mail address receive notice for all cases in which this individual is a participant?" option appears in the Configuration Options section of the screen. The user can answer Yes or No. To remove an email address, the user should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.

7. To customize your password for ECF, Click on Utilities, Maintain Your Login/Password. In the Password field, type the new password and click Submit.

More User Information for John Smith

Login smitty	**Last login** 03-22-2010 14:35
Password [**********]	**Current login** 03-30-2010 14:35
	Create date 06/14/2005
Registered Y	**Update date** 03/24/2009
Internet Credit Card Y	
Groups Attorney	

[Submit]   [Clear]