

Changing your e-mail address and adding additional e-mail addresses

Step One: Log into CM/ECF and select “Utilities”:



Step Two: Click on “Maintain Your Account.”



Step Three: At the bottom of this page, click on “Email Information.”

The screenshot shows the 'Maintain User Account' form in the ECF system. The form is titled 'Maintain User Account' and is located under the 'Civil' menu. The form contains various input fields and dropdown menus for user information. A red arrow points to the 'Email information...' button at the bottom left of the form.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Maintain User Account

Last name: Test First name: Attorney
Middle name: Generation:
Gender: [v] ATY Type: [v]
Title:
Bar number: Type aty:
Prisoner id: Add Headers to PDF Documents
Office:
Unit:
Address 1 aaa:
Address 2:
Address 3:
City: State: Zip:
Country: County:
Phone: Fax:
Initials: DOB: AO code: End date:
Civil ref style: [v] Criminal ref style: [v]
Date sworn: Status: [v]

Email information... More user information...
Submit Clear

Step Four: The Primary e-mail address is that of the attorney. To change the attorney’s e-mail address in the event of a change in your Internet service provider, delete or edit the information in this box.

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All My Cases	Additional Options
testattorney@wvsd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options

To **add additional addresses**¹, such as support staff, to receive the same notices of electronic filing and the same free look at the documents, click the “Add Additional E-mail Address” button.

The following screen will display:

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All My Cases	Additional Options
testattorney@wvsd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options

Secondary E-mail Addresses

¹ Rather than enter additional addresses of individual support staff, it may be helpful to create an e-mail box at your office labeled federalcourtdocs@youre-mailaddress.com. Under that circumstance, staff could be assigned to check the box and download documents and addresses would not need changed in the event a support person leaves or a new person is hired.

When you enter a secondary e-mail address, the following screen will display:

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
testattorney@wsd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options
paralegal@wsd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

Buttons: Add Additional E-mail Address, Return to Person Information Screen, Clear

To ensure the secondary address(es) receive all NEFs you must check this box. Otherwise the secondary address will only receive notices in your cases that are on the active docket.

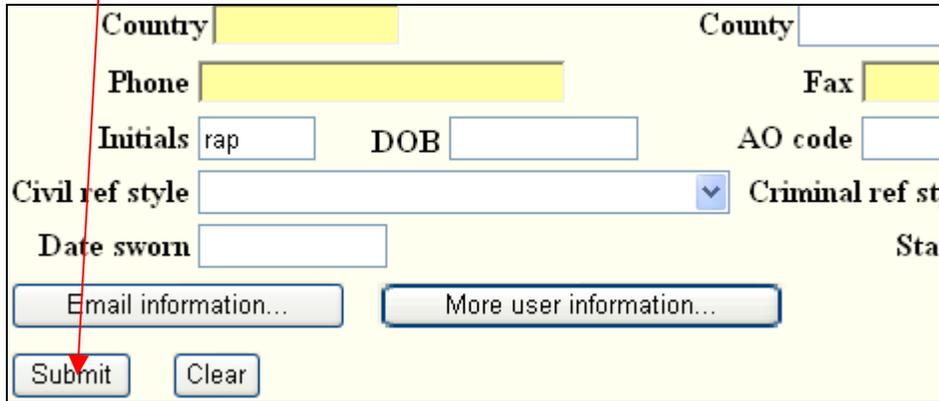
You may continue adding until you reach a total of five additional addresses.

When you are finished, click the “Return to Person Information Screen” button.

(The Court will monitor bounced e-mails from the primary e-mail address and resend the e-mail or contact the attorney regarding the problem. Attorneys will not be contacted regarding bounced e-mails for secondary addresses; these will be deleted by the Court staff.)

Step 5 - Once all changes have been made to the e-mail address(s), go to the bottom of the screen and click on “Return to Person Information Screen.”

Step 6 – On the “Maintain Your Account” screen, go to the bottom and click “Submit.”



The screenshot shows a web form with the following fields and buttons:

- Country: [Yellow highlighted text box]
- County: [Text box]
- Phone: [Yellow highlighted text box]
- Fax: [Yellow highlighted text box]
- Initials: rap [Text box]
- DOB: [Text box]
- AO code: [Text box]
- Civil ref style: [Dropdown menu]
- Criminal ref st: [Text box]
- Date sworn: [Text box]
- Sta: [Text box]
- Buttons: Email information..., More user information..., Submit, Clear

A red arrow points from the text "Submit." in the instruction above to the Submit button in the form.

Note: The changes to e-mail addresses are not recorded unless you go through all six steps.