

DIRECTIONS TO CHANGE OR ADD AN E-MAIL ADDRESS

Access the CM/ECF system using the **filer** login and password.

- Click the **Utilities** option from the blue menu bar.
- Under the **Your Account** list, select the **Maintain Your E-mail** link. All current e-mail addresses are displayed in the left pane of the screen.
- To edit an e-mail address, click on that address and it will display in a white text box on the right pane of the screen. Make any necessary changes in this text box.
- To add an e-mail address, click on the **add new e-mail address** link. Type the new e-mail address into the white text box.
- Once all changes and/or additions have been made, click the **Submit all changes** button.
- A confirmation screen displays the e-mail addresses now associated with this User Account.

If you encounter any difficulties while making these changes, please contact the CM/ECF help desk line at 866-540-5066 or any divisional office for assistance.