



NextGen / CM ECF

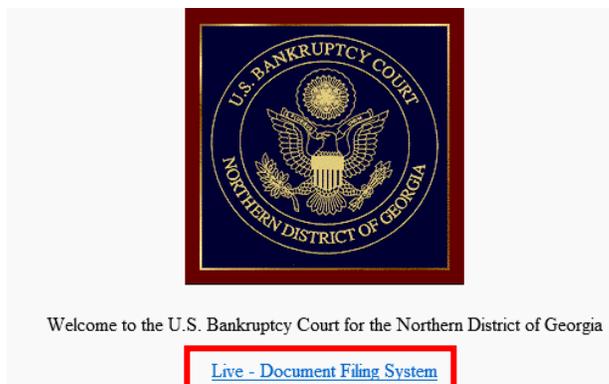
United States Bankruptcy Court / Northern District of Georgia

How to Request Changes to Your ECF Account

Please use the following Job Aid to request changes to your name, physical mailing address, primary email address, or secondary email address.

To update your name:

1. On the Court's Website – www.ganb.uscourts.gov, select the **E-Filing (CM/ECF)** link, then select the **Live Document Filing System** to access CM/ECF.



2. Enter your **PACER Username and Password**.
3. Select **Login**.

Username *

Password *

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management of the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.



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- From the menu bar, select **Utilities**.



- Select **Maintain Your ECF Account**.



- Select **Edit my name and address information**.





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7. This will take you back to PACER to log in again:

➔ **Login**

* Required Information

Username * attycobbganb

Password *

Login

Clear

Cancel

8. Once you log in, select the **Maintenance** tab:

Account Number	7043957
Username	attycobbganb
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

Alternately, you can also access this tab by logging into PACER directly, without going through ECF.

9. Select **Update Personal Information**.

Account Number	7043957
Username	attycobbganb
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
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Display Registered Courts	E-File Registration/Maintenance History



10. Here you can make any necessary edit to your name, and then select **Submit**.

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

Please note that any changes you make here will automatically be sent to all courts in which you are registered.

To update your physical mailing address:

1. Follow steps 1-8 as listed above, or log into PACER directly and select the Maintenance tab.

9. Select **Update Address Information**.

Account Number	7043957
Username	attycobbganb
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
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10. Here you will be able to update your firm name, address information, and phone number:

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

Unit/Department



Address *

Room/Suite

City *

State *



County *



Zip/Postal Code *

Country *



Primary Phone *



Alternate Phone



Text Phone



Fax Number



Reason for update





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You will also have the opportunity to specify if the address update will apply to the entire firm, and to choose whether the update should be applied to open cases, closed cases, all cases, or no cases. Please note that the court makes the final determination regarding which cases the address update will be applied to.

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

Apply update to

Open Cases

NOTE: The court makes the final determination regarding which case(s) an address update is applied to.

11. Once you have filled out your address change, you will need to select the courts in which you wish to update your information:

Apply Updates to Selected Courts

PACER Billing

75 Ted Turner Drive SW
Atlanta, GA 30003
Phone: 555-555-5555

U.S. Bankruptcy Courts

Georgia Northern Bankruptcy Court (train)

Unable to retrieve data at this time

Submit

Reset

Cancel

You **must** check the box next to a court in order for it to receive your updated information when you select **Submit**.



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To update your PRIMARY email address:

1. Follow steps 1-8 as listed above, or log into PACER directly and select the Maintenance tab.
9. Select **Update E-Filer Email Noticing and Frequency**.

Account Number	7043957
Username	attycobbganb
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

10. Here you will be able to change your email address, email frequency of notices, and email format. Note that, again, you will have to check the checkbox next to your chosen court before you select **Submit** in order to send your information to that court:

Apply Updates to Selected Courts

U.S. Bankruptcy Courts

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 Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)
Email kelly_cobb@ganb.uscourts.gov
Email Frequency At The Time of Filing (One Email per Filing)
Email Format HTML
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

*** Required Information**

Primary Email * ?

Confirm Email * ?

Email Frequency * ▼

Email Format * ▼

Submit **Reset** **Cancel**



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If you wish to update your primary email address at multiple courts, you will need to repeat this process, as only one court can be selected at a time.

To update your SECONDARY email address(es):

1. This can be done via CM/ECF. Follow steps 1-5 as listed above.
6. Select **Email information**.

The screenshot shows the 'Maintain User Account' page in the CM/ECF system. The page has a light blue background and a navigation bar at the top with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The form contains various fields for user information, including name, title, office, address, phone, and DOB. At the bottom left, there are two links: 'Email information...' and 'More user information...'. The 'Email information...' link is highlighted with a red rectangular box. Below the links are 'Submit' and 'Clear' buttons.

Last name	Doe	First name	Joe
Middle name		Generation	
Title		Type aty	
Office	Doe Law Office		
Address 1	5 Ayer St.		
Address 2			
Address 3			
City	Atlanta	State	GA
Country	USA	County	FULTON-GA (13121)
Phone	800-555-1234	Fax	
Alternate Phone		Text Phone	
Bar ID		Bar status	
Initials		DOB	02/01/1969
Person end date		Mail group	
		AO code	

[Email information...](#) [More user information...](#)



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7. Add or remove the secondary email address(es) from each box as shown below. Then, ensure the secondary email address box is checked under "Send the notices specified below" as shown below:

Email information for Attyld
Primary email address Laurie_Davis@ganb.uscourts.gov Update my primary email address
Secondary email address Reenter secondary email address

Enable confirmation of Free Look Use to verify your one free look will be used when a document link is clicked from CM/ECF emails (NEFs).

Send the notices specified below
 to my primary email address
 to the secondary addresses

Send notices in cases in which I am involved
 Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
 Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing
 Send a Daily Summary Report

Format notices HTML
 Text

Return to Account screen Clear

Add
Secondary
Email
Address(es)
in the two
boxes
provided to
the left

Both these boxes must be checked to receive notices
at both primary and secondary addresses

8. Select **Return to Account screen**.
9. Select **Submit** to save your secondary email updates to your CM/ECF account.