

## Modify Address and Email Information in ECF

Log into ECF, Click the **Utilities** link on the blue bar, Click **Maintain Your Account**.

You will see the following screen. You can modify your Address information on this screen. Please enter all information in Upper Case letters. **Ensure that you click the **Submit** button to save all changes, including those on the Email Information screen.**

The screenshot shows the ECF web interface with a blue navigation bar containing 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. A yellow question mark icon is on the right. Below the bar, a blue instruction reads: 'Please enter all name and address information in all UPPER CASE LETTERS.' The form contains the following fields:

- Last name: LES-ATTY
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Gender: [dropdown]
- ATY Type: All [dropdown]
- Title: IT
- Bar number: [empty]
- Type aty: [empty]
- Prisoner id: [empty]
- Office: ROOSTER & FOX
- Unit: [empty]
- Address 1: 50 EASTERN ROAD
- Address 2: [redacted]
- Address 3: [redacted]
- City: TRENTON
- State: NJ
- Zip: 08608
- Country: [redacted]
- County: [dropdown]
- Phone: 609-999-1111
- Fax: 609-999-2222

At the bottom, there is a yellow button labeled 'Email information...', and two buttons labeled 'Submit' and 'Clear'.

Click on the **Email Information** button to modify email notification information.

The screenshot shows the ECF web interface with the same blue navigation bar. Below it, the page title is 'Email Information for LES-ATTY'. The form contains the following fields:

Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options
atty@atty.com	HTML [dropdown]	Individual NEF [dropdown]	Yes Yes	Hide Options [dropdown]

At the bottom, there are three buttons: 'Add Additional E-mail Address', 'Return to Person Information Screen', and 'Clear'.

On this screen you may modify your Primary Email address. You must have a Primary Email address to continue with any other operations. You may select Additional Cases on the **Additional Options** drop down menu and enter other cases you would like to be notified on. If you choose to view the document on these additional case notifications, you will be charged the PACER fee since you are not the attorney of record of those cases.

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Email Information for LES-ATTY

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty@atty.com	HTML	Individual NEF	Yes	Yes	Additional Cases

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Add  **Additional Cases to Receive NEFs**

2:06-cv-00345-FSH-PS - OVIL et al v. INSURANCE COMPANY OF THE STATE OF PENNSYLVANIA et al

Enter case number  and click

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Secondary E-mail Addresses

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty2@atty.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

To add secondary email addresses, Click on the **Add Additional Email Address** button, you will be able to add multiple addresses to receive notifications on your cases. You may select if this additional email address receives electronic noticing for all of your cases by checking the box for “In all My Cases” or you may select specific cases.

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Email Information for LES-ATTY

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty@atty.com	HTML	Individual NEF	Yes	Yes	Hide Options

Secondary E-mail Addresses

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty2@atty.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

To specify what case notifications your Secondary Email address will receive, click on the **Additional Options** drop down menu (next to secondary), select “Specific or Additional Cases”. Enter the case numbers you would like this email address to receive notification on. The receiver will be charged PACER fees to view the documents since they are not listed as attorney of record.

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Email Information for admin

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

Secondary E-mail Addresses

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
njd-ls@njdc.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**

3:06-cv-00987-JAP-TJB - THE PAUL REVERE LIFE INSURANCE COMPANY v. LUKA

Enter case number  and click

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**Ensure you click Return to Person Information Screen and then the Submit button to save any changes.**

If you change firm or street address information, after clicking the Submit button, you will be given a screen as to what cases to update, ALWAYS USE THE DEFAULT OF “\*\*UPDATE ALL\*\*”, Click Submit.