



Updating CM/ECF Account Information

Attorneys must maintain current name, address, email, and telephone information with the Clerk's Office, as well as promptly notify the Clerk's Office of changes to any of this information. See Fed. Cir. R. 46(e). All account maintenance and support is handled by the PACER Service Center at <http://www.pacer.gov> or 800-676-6856. **The Clerk's Office does not have the ability to access or to update individual account information, including login credentials.**

Manage My Account

Attorneys update their contact information and all account maintenance, including updating billing, email notifications, and contact information, through the **Manage My Account** page at <http://www.pacer.gov/>. Select the **Maintenance** tab.



The following items can be updated from this menu:

- Name, e.g., changing to married name, name is misspelled in the system
- Firm name
- Address
- Email
- Phone
- Miscellaneous information, i.e., title, noticing preferences, additional email notifications, etc.