

Administrative Procedures for Electronically Filed Cases  
Amendment Effective October 1, 2008

Following Subsection 6 is added to Section I, B, Registration.

6. E-Mail Address Maintenance. When e-mail messages sent by the ECF system are returned undeliverable, the following actions may be taken by the clerk as to those undeliverable e-mail addresses.
  - a. Secondary e-mail addresses. If e-mail to a secondary address is returned undeliverable, that address may be removed from the associated ECF user password account.
  - b. Primary e-mail addresses.
    - i. If the associated ECF user account has not been used within the past year or longer, the undeliverable e-mail address may be removed and the ECF user password may be de-activated. The password may be re-activated on request of the user and submission of a valid e-mail address.
    - ii. If the ECF user account has been used within the past year, the user will be contacted to provide a valid e-mail address. If the user fails to provide a valid e-mail address, the undeliverable address may be removed.
  - c. If an attorney is changing law firms or leaving a law firm and will not continue to represent the clients of that firm, before changing the e-mail information in his or her ECF account, the attorney should contact the ECF Support line at 602-682-4900 for further instructions on how to proceed.
  - d. Debtor e-mail addresses. If e-mail to a debtor e-mail address, primary or secondary, is returned undeliverable, the undeliverable e-mail address may be removed.