



## Maintaining your ECF Account

### UPDATING YOUR ACCOUNT

CM/ECF accounts will be maintained by the PACER Service Center, not through the Arizona Bankruptcy Court's CM/ECF system. Any updates listed below will be made by logging into your PACER account (<https://pacer.uscourts.gov>) and selecting either the **Settings** or **Maintenance** tab:

- Name change
- Address
- Primary Email
- Forgot/change username or password
- Credit card information
- Request e-filing privileges to other federal courts that are on NextGen

Settings	Maintenance	Payments	Usage
<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>		
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>		
<a href="#">Update E-File Email Noticing and Frequency</a>	<a href="#">Check E-File Status</a>		
<a href="#">Display Registered Courts</a>	<a href="#">E-File Registration/Maintenance History</a>		

When you are logged into Arizona's CM/ECF system (<https://ecf.azb.uscourts.gov>), you can also access the above information by navigating to **Utilities>Maintain Your ECF Account** and select **Edit my name and address information** in the upper right-hand corner of the screen. You will be automatically redirected to PACER to make the appropriate updates:

**Maintain User Account**

Last name: Test  
Middle name:  
Title: ECF Liason  
Office: Sue's Law Firm & Associates  
Address 1: 2950 NORTH DOBSON ROAD  
Address 2:  
Address 3:  
City: Phoenix  
Country:  
Phone:  
Alternate Phone:  
Bar ID: 123456  
Initials:  
Person end date:

First name: Sue  
Generation:  
Type aty:  
☒ Add Headers to PDF Documents  
State: AZ  
Country:  
Fax:  
Text Phone:  
Bar status: Active  
DOB:

Zip: 85003  
Mail group: AO code

[Edit my name and address information](#)

Email information... More user information...  
Submit Clear

## SECONDARY EMAIL ADDRESSES AND EMAIL NOTIFICATION SETTINGS

Secondary email addresses and email notifications will be maintained through the CM/ECF system, not through PACER.

- Log into <https://ecf.azb.uscourts.gov>
- Go to **Utilities>Maintain Your ECF Account>Email Information**
- Enter secondary email address. If you are entering more than one email, you will need to separate the email addresses with a comma
- Be sure to check the box to send notices to the secondary address
- Check the box for “Enable confirmation of Free Look Use” if you want to verify the free look before opening the document in the NEF
- If you would like to receive e-mail notification in a case in which you are not a party, check the box **Send notices in these additional cases** and enter the case number or adversary number
- Note: PACER will not allow a free look for documents filed in these additional cases as you must be a party in the case to receive the free look
- Select **Return to Account** screen, then **Submit** to save the changes:

**Email information for Sue Test**

Primary email address: sue\_christensen@azb.uscourts.gov  
Update my primary email address

Secondary email address: susieq123@yahoo.com, eileendoo456@yahoo.com  
Reenter secondary email address: susieq123@yahoo.com, eileendoo456@yahoo.com

☒ 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

2:55-ap-55555  
2:55-bk-55555

☐ 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

## FILING AGENTS

Filing agents must register for a PACER account before they can be added to an attorney's or trustee's CM/ECF account:

- Click **Utilities>Maintain Your ECF Account>More User Information**
- In the **Find Filing Agent** field, enter last name of filing agent and click search icon
- Select Filing Agent
- To give filing agent permission to pay filing fees, click on filing agent's name and change **Internet Payment** to **Y** and click **Save**. Note: please do not make any changes in the **Groups** box
- Click **Return to Account Screen**
- Click **Submit**

To deactivate a filing agent:

- Click **Utilities>Maintain Your ECF Account>More User Information**
- Uncheck the box next to the filing agent's name
- Click **Return to Account Screen**
- Click **Submit**

For further information regarding filing agents can be found at the court's website at [www.azb.uscourts.gov](http://www.azb.uscourts.gov) under the Attorneys & E-Filers menu.