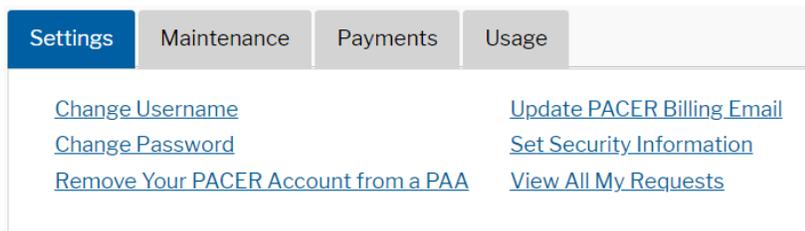


MAINTAIN YOUR CM/ECF ACCOUNT

A. 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



The screenshot shows the 'Settings' tab selected in the PACER account interface. The navigation bar includes 'Settings', 'Maintenance', 'Payments', and 'Usage'. The main content area contains several links: 'Change Username', 'Update PACER Billing Email', 'Change Password', 'Set Security Information', 'Remove Your PACER Account from a PAA', and 'View All My Requests'.



The screenshot shows the 'Maintenance' tab selected in the PACER account interface. The navigation bar includes 'Settings', 'Maintenance', 'Payments', and 'Usage'. The main content area contains several links: 'Update Personal Information', 'Attorney Admissions / E-File Registration', 'Update Address Information', 'Non-Attorney E-File Registration', 'Update E-File Email Noticing and Frequency', 'Check E-File Status', 'Display Registered Courts', and 'E-File Registration/Maintenance History'.

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:



The screenshot shows the 'Maintain User Account' form. The form contains various fields for user information, including Last name, Middle name, Title, Office, Address 1, Address 2, Address 3, City, Country, Phone, Alternate Phone, Bar ID, Initials, Person end date, First name, Generation, Type aty, Add Headers to PDF Documents, State, Zip, County, Fax, Text Phone, Bar status, DOB, Mail group, and AO code. A red arrow points to the 'Edit my name and address information' link in the upper right-hand corner of the form.

MAINTAIN YOUR CM/ECF ACCOUNT

B. 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

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

C. 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

MAINTAIN YOUR CM/ECF ACCOUNT

- 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 under the Attorneys & E-Filers menu.