

Maintain Your Account Information

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all of your transactions within ECF. Click on **Maintain Your Account** to open the Maintain User Account information screen.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar Status.

Maintain User Account

Last name	attorney	First name	
Middle name		Generation	
Gender	<input type="button" value="v"/>	ATY Type	<input type="button" value="v"/>
Title			
Bar number		Type	aty
Prisoner id		<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Office			
Unit			
Address 1			
Address 2			
Address 3			
City		State	
Country		Zip	
Phone		County	<input type="button" value="v"/>
Initials		Fax	
DOB		AO code	
Civil ref style	<input type="button" value="v"/>	End date	
Criminal ref style	<input type="button" value="v"/>	Status	Active <input type="button" value="v"/>
Date sworn			
<input type="button" value="Email information..."/>		<input type="button" value="More user information..."/>	
<input type="button" value="Submit"/>		<input type="button" value="Clear"/>	

Clicking on **Email information...** at the bottom of the previous screen opens the following window. You may also directly access this information by clicking **Maintain Your E-mail** under 'Your Account' on the Utilities menu.

Email Information for attorney

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
<input type="text" value="ecfaty@hotmail.com"/>	HTML ▾	Individual NEF ▾	Yes	Yes	Hide Options ▾
<input type="button" value="Add Additional E-mail Address"/>	<input type="button" value="Return to Person Information Screen"/>		<input type="button" value="Clear"/>		

ECF will email to parties their Notices of Electronic Filing based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted above click on **Add Additional E-mail Address**.
- Enter the email addresses of those individuals you wish to notify concerning ECF activity. Be sure to separate alternate email addresses with a comma.
- Stipulate the format of the ECF notices by selecting the choices available as they appear to the right of the alternate addresses.
- If you wish to enter completely new information about your account, use **Clear** to clear the fields on this screen.

After updating your account information, click on **Return to Person Information Screen** to return to the Maintain Your Account screen. Click on **Submit** on the Maintain User Account screen. Another screen appears and you must click again on **Submit** in order for the changes to take effect.

To edit or view login information about your account, select the button labeled **More user information...** from the Maintain User Account screen. You may also directly access this information by clicking **Maintain Your Login/Passwd** under 'Your Account' on the Utilities menu.

More User Information for attorney

Login	attorney	Last login	02-03-2006 08:50
Password	*****	Current login	02-03-2006 08:50
Prid	4	Create date	12/14/2000
Registered	Y	Update date	01/31/2006
Internet Credit Card	N		
Groups	Attorney, Pacer User		

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on **Return to Account screen** to reopen the Maintain Your Account screen. When you are satisfied that all of your account information is accurate and up-to-date, click on **Submit** at the bottom of the Maintain Your Account screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, the new password takes effect during your next ECF session.