

US DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA MAINTAINING AND UPDATING CM/ECF ATTORNEY INFORMATION

The following instructions can be used to update an attorney's **NAME, ADDRESS, TELEPHONE, FACSIMILE, and/or EMAIL ADDRESS(S)** in Oklahoma Northern District's Electronic Filing system (CM/ECF).

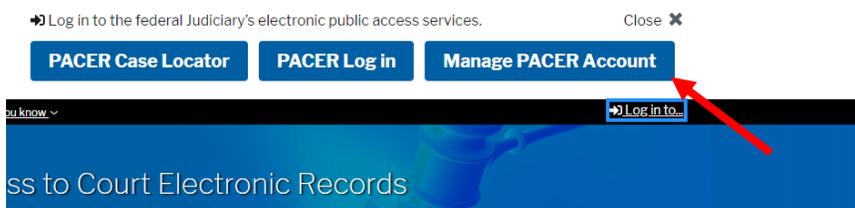
Oklahoma Northern District no longer uses a paper form to make changes to an attorney's CM/ECF account information. All changes are now made online through the attorney's PACER account. **It is the attorney's responsibility to keep account information up to date.**

LOG INTO PACER MANAGE MY ACCOUNT

ALL ACCOUNT CHANGES, EXCEPT FOR SECONDARY EMAIL ADDRESSES, ARE MADE BY LOGGING INTO PACER'S MANAGE MY ACCOUNT SCREEN.

INSTRUCTIONS FOR UPDATING SECONDARY EMAIL ADDRESSES
ARE AT THE END OF THIS DOCUMENT.

1. Navigate to www.pacer.uscourts.gov
2. Click **Log in to...** at the very top of the page and then click **Manage PACER Account**.



3. Login with your upgraded individual PACER account username and password. (If you do not have this information you will need to contact PACER. The Court does not have access to your PACER account login ID or Password)

US DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA MAINTAINING AND UPDATING CM/ECF ATTORNEY INFORMATION

Login

* Required Information

Username *

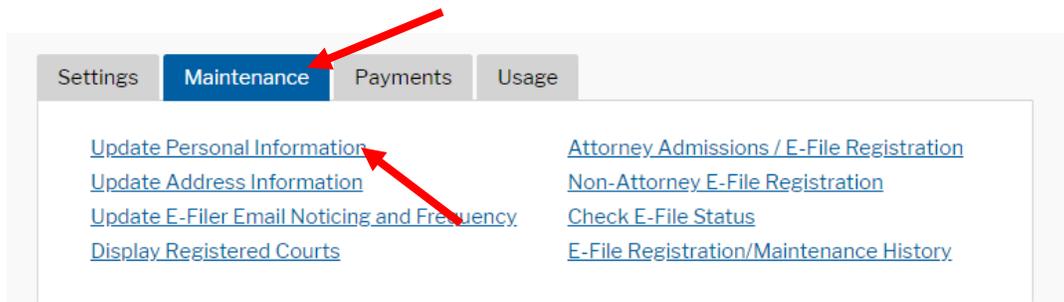
Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

UPDATE ATTORNEY NAME

1. Click on the **MAINTENANCE** tab and select **UPDATE PERSONAL INFORMATION**.



Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Update E-Filer Email Noticing and Frequency](#) [Check E-File Status](#)

[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

2. Make any necessary changes to the **Update Personal Information** form and click **SUBMIT**.

Update Personal Information

Update your personal information with the PACER Service Center. Any changes you make here will be sent to the court(s) in which you are registered.

* Required Information

Prefix

First Name *

Middle Name

Last Name *

Generation

Suffix

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PROCESSING NOTE: The updates will be sent to all Courts where the attorney is registered including the Oklahoma Northern District Court for processing and approval. Updates will appear on E-Filing dockets *after* approval. Approval turnaround time is usually one day.

UPDATE ADDRESS, TELEPHONE, FACSIMILE, AND/OR OFFICE NAME

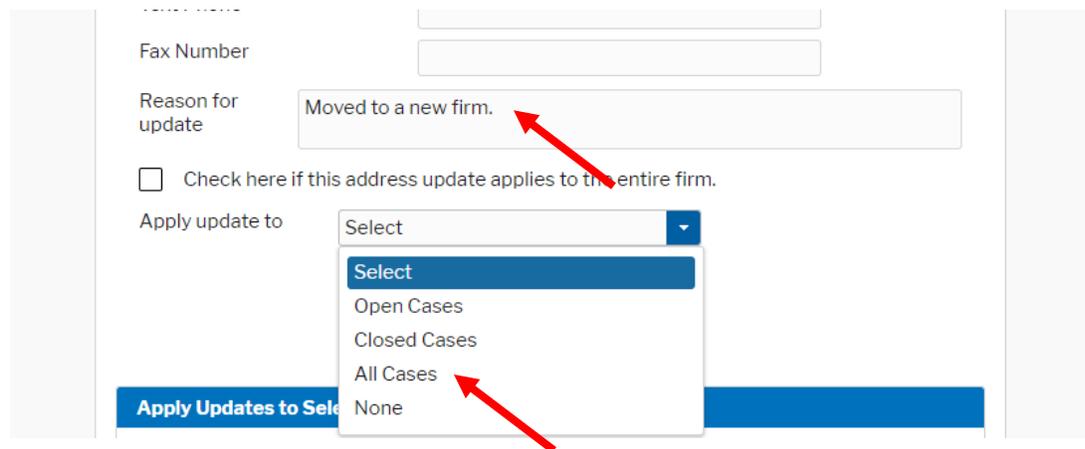
1. Click on the **MAINTENANCE** tab and select **UPDATE ADDRESS INFORMATION**.



Settings **Maintenance** Payments Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-Filer Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

2. Make any necessary updates to the Update Address Information form. Make sure to add a reason for the update, e.g. Moved to a new firm. Then Select which cases the update should be applied.



Reason for update: Moved to a new firm.

Check here if this address update applies to the entire firm.

Apply update to: Select

- Select
- Open Cases
- Closed Cases
- All Cases
- None

3. Scroll down the page to the **Apply Updates to Selected Courts** section. Select the box next to Oklahoma Northern District. Then click **SUBMIT**.

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Apply Updates to Selected Courts
PACER Billing
 6464 W 64th
Springfield, IL 62629
Phone: 918-699-4701

U.S. District Courts
Oklahoma Northern District Court (test)
 6464 W 64th
Springfield, IL 62629
Phone: 918-699-4701

PROCESSING NOTE: The updates will be sent to the Oklahoma Northern District Court for processing and approval. Address updates will appear on E-Filing dockets *after* approval. Approval turnaround time is usually one day.

UPDATE PRIMARY EMAIL ADDRESS

1. Click on the **MAINTENANCE** tab and select **UPDATE E-FILER EMAIL NOTICING AND FREQUENCY**.

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Update E-Filer Email Noticing and Frequency](#) [Check E-File Status](#)
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

2. Under the **Apply Updates to Selected Courts** section, select the box next to Oklahoma Northern District Court.

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Apply Updates to Selected Courts

U.S. District Courts

Oklahoma Northern District Court (test)
 Click to apply changes to this court

[Load your e-filer email noticing and frequency preferences for this court below](#)
Email oknduscourts+atty64@gmail.com
Email Frequency At The Time of Filing (One Email per Filing)
Email Format HTML
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

3. Make any necessary updates to the primary email address. Select the preferred email frequency (most people select “at the time of filing”) and the preferred email format (most people select “HTML”). Then click **SUBMIT**.

*** Required Information**

Primary Email *

Confirm Email *

Email Frequency * ▼

Email Format * ▼

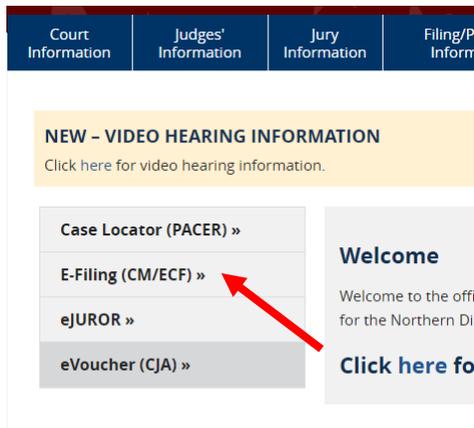
PROCESSING NOTE: The updates will be sent to the Oklahoma Northern District Court for processing and approval. Email updates will appear on E-Filing dockets *after* approval. Approval turnaround time is usually one day.

UPDATE SECONDARY EMAIL ADDRESS(S)

Secondary email addresses (e.g. for staff) are modified at the individual court level.

1. Navigate to the Court’s website at www.oknd.uscourts.gov
2. Click on **E-Filing (CM/ECF)** on the left side of the homepage.

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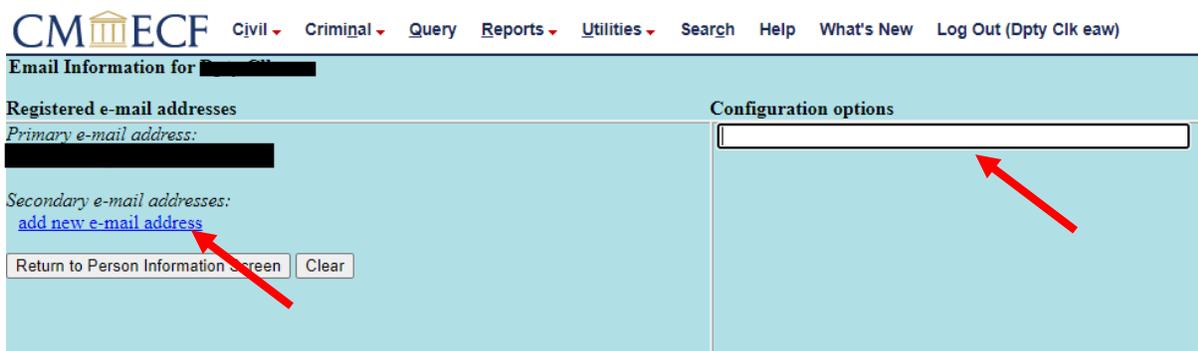
3. Click on the link for the [US District Court for the Northern District of Oklahoma Document Filing System](#).



4. Enter the **PACER** login credentials.
5. Once logged in, click on **UTILITIES**.
6. Then click on **MAINTAIN YOUR ACCOUNT**.
7. Once in the Maintain Your Account Screen click on **EMAIL INFORMATION** at the bottom of the page.

TO ADD A NEW SECONDARY EMAIL ADDRESS:

- a. In the [Email Information Screen](#), click on the link to add new e-mail address.
- b. Then type the email address in the fillable field on the right side of the screen.



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- c. After entering a valid email address, **Configuration Options** will populate. Review the Configuration settings, make any desired changes.

Configuration options

email@email.com

Because the primary e-mail address will not receive notices, secondary e-mail addresses will not receive notices.

Should this e-mail address receive notice for all cases in which this individual is a participant? Yes No

Verify free look use when viewing NEF documents? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

These cases will send notice *as a summary report*. (alternate method)

(Copy case lists from here)

- d. When finished click **RETURN TO PERSON INFORMATION SCREEN** on the left side of the page.
- e. Then Click **SUBMIT** to save updates.

TO EDIT AN EXISTING SECONDARY EMAIL ADDRESS:

- a. In the **Email Information Screen**, click on the secondary email address you would like to edit.
- b. The email address can be edited in the fillable form field on the right side of the screen.
- c. Make any changes necessary to the **Configuration Options** under the fillable email address field.

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- d. Once all edits are complete, click **RETURN TO PERSON INFORMATION SCREEN** on the left side of the page.
- e. Then Click **SUBMIT** to save updates.

TO DELETE A SECONDARY EMAIL ADDRESS:

- a. In the **Email Information Screen**, click on the secondary email address you would like to remove.
- b. Delete the email address in the fillable email address field on the right side of the page. To delete, put the mouse cursor in the field and click to type. Use the delete key or the backspace key to remove all characters in the field.

The screenshot displays the 'Email Information for [redacted]' page. The top navigation bar includes 'CM/ECF' and various menu items like 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', 'What's New', and 'Log Out (Dpty Clk eaw)'. The main content area is divided into two columns. The left column, titled 'Registered e-mail addresses', shows a 'Primary e-mail address' field with a redacted value and a 'secondary e-mail addresses' section containing 'email@email.com' and a link 'add new e-mail address'. A red arrow points to the 'add new e-mail address' link. Below this is a 'Return to Person Information Screen' button and a 'Clear' button. The right column, titled 'Configuration options', features a text input field containing 'email@email.com' with a red arrow pointing to it. Below the input field is a warning message: 'Because the primary e-mail address will not receive notices, secondary e-mail addresses will not receive notices.' This is followed by a question: 'Should this e-mail address receive notice for all cases in which this individual is a participant?' with radio buttons for 'Yes' and 'No', where 'No' is selected. The final question is 'Verify free look use when viewing NEF documents?' with radio buttons for 'Yes' and 'No', where 'No' is selected. The last question is 'How should notices be sent to this e-mail address?' with radio buttons for 'Per Filing' (selected) and 'Summary Report'.

- c. Once the email address is deleted, click **RETURN TO PERSON INFORMATION SCREEN** on the left side of the page.
- d. Then Click **SUBMIT** to save updates.