MAINTAIN YOUR ECF ACCOUNT

These instructions show you how to update your personal information, change password and activate/change the CM/ECF system to provide automatic e-mail notification.

Change Address ,Telephone Number and/or Password

1. Select **Utilities** from the Main Menu bar.

2. Click on **Maintain Your ECF Account** hypertext link. The Maintain User Account screen appears.

3. Make appropriate changes to address and/or telephone number.

4. To change password click on **More user information**

5. Upon clicking on **More user information** button, more information from your account will appear.

6. **Password** - you may change your password. **Important Note:** When you type a new password, it is readable. Be sure that you memorize or make note of it before updating your records. You will not have a second chance to see the password once you leave this screen. Whenever this screen is displayed again, the password will be hidden.

7. Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.

8. After making appropriate changes/additions click on **Submit** button. The system will display all cases you are involved in. **Important Note:** The top item on that menu will default to ***Update All***. Do not change this selection.

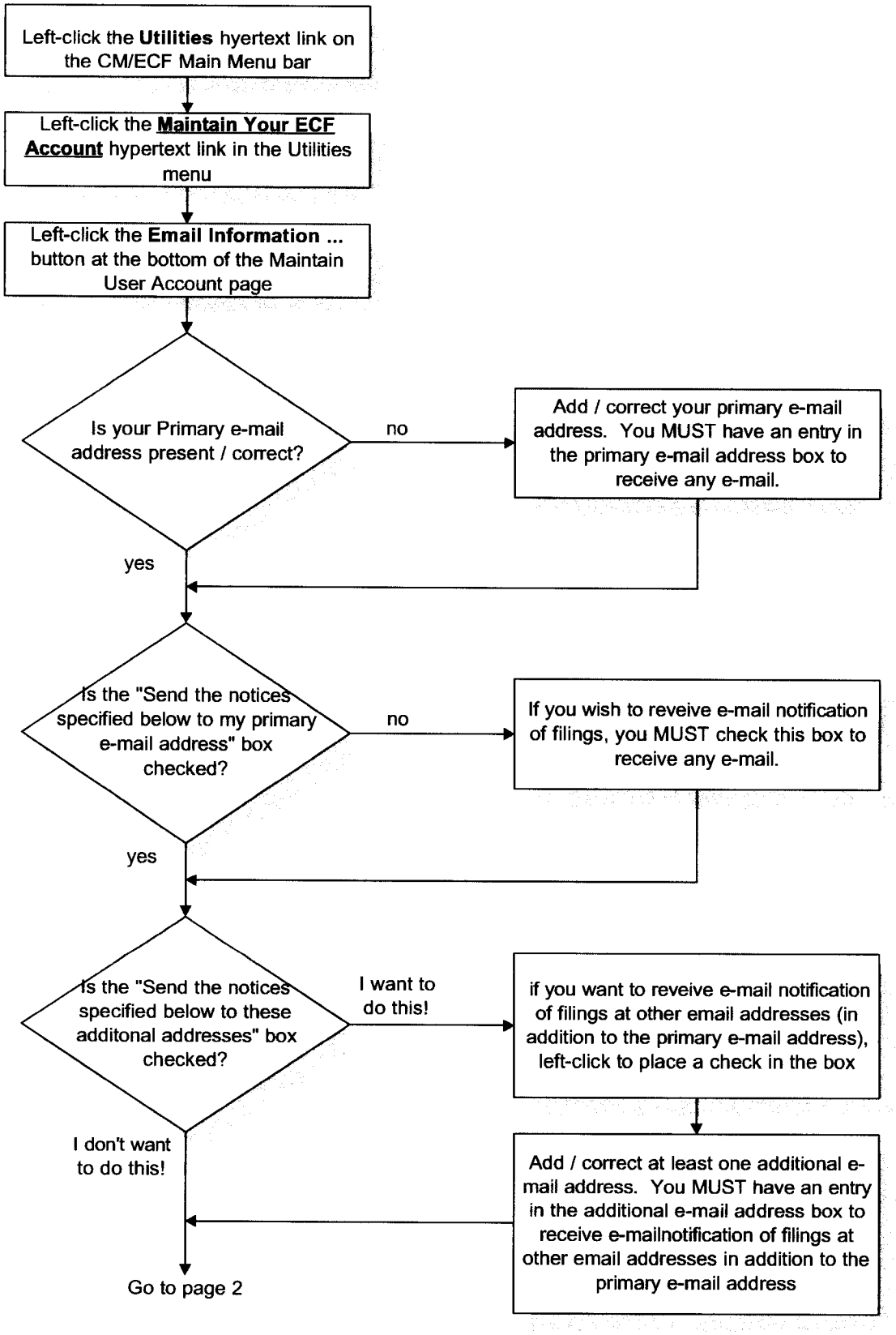
9. Click **Submit** button.

10. After clicking submit button the system will display update information. Your update is now complete.

11. To continue click on Main Menu option of your choice.

Activate/Change E-Mail Notification:
See attached flow chart for instructions.

Activating / Changing CM/ECF E-Mail Notification Options



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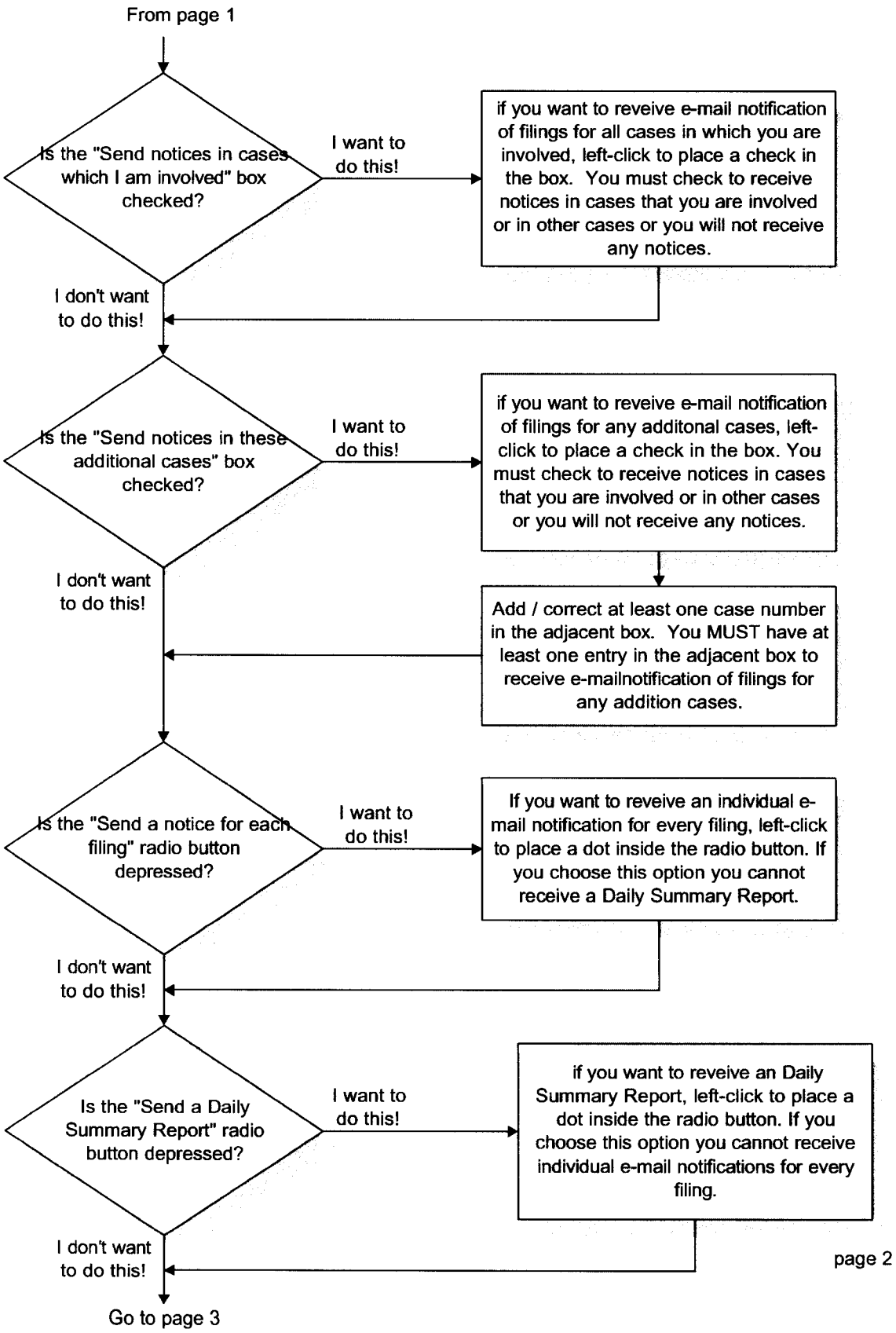
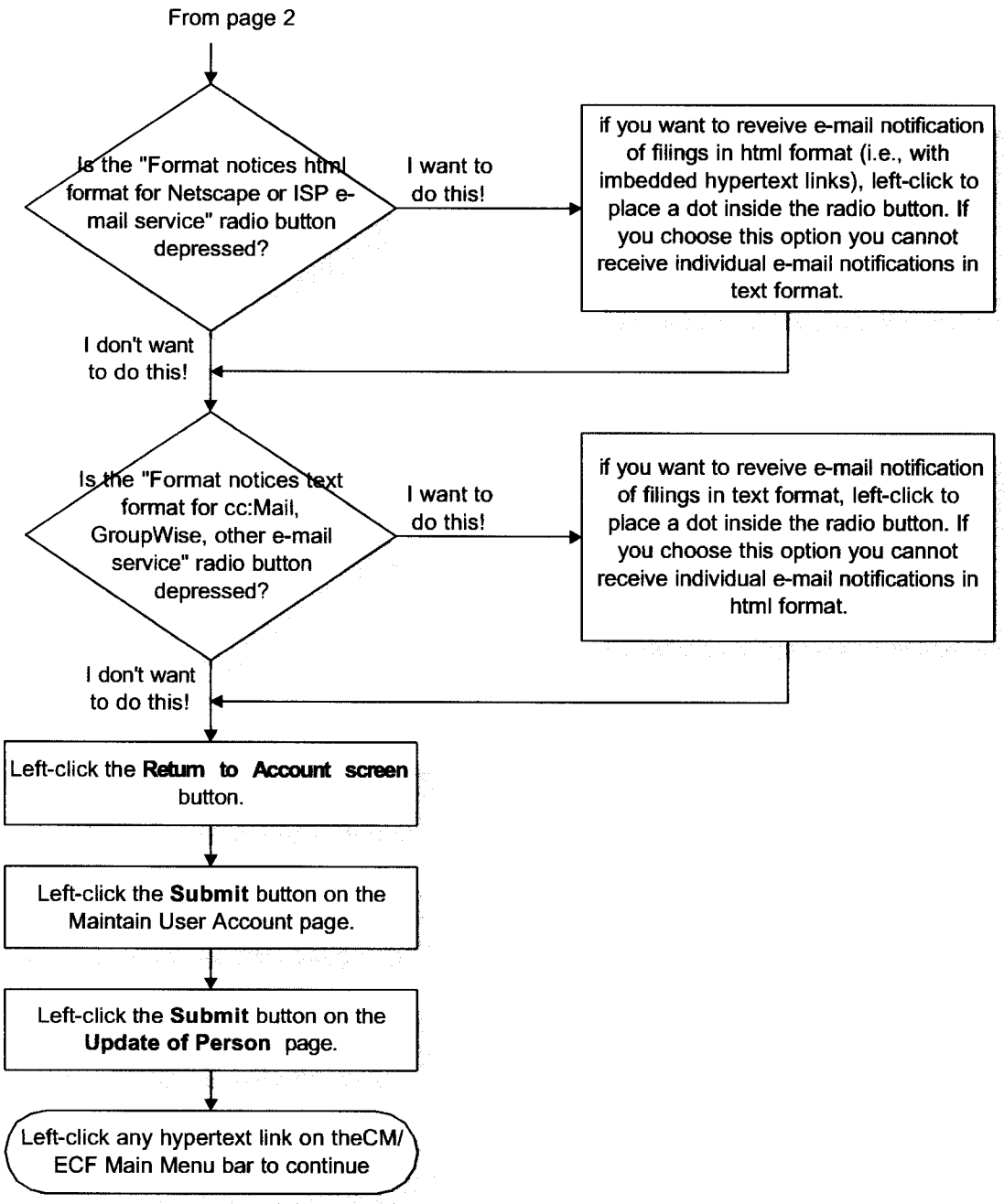
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