

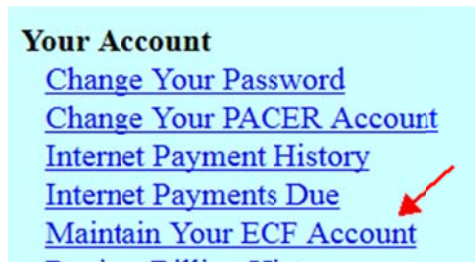
Updating Your E-mail Address in ECF

Log into ECF.

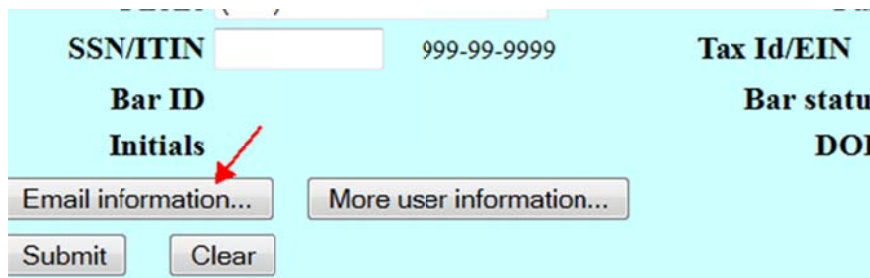
From blue menu bar in ECF, click on **“Utilities”**.



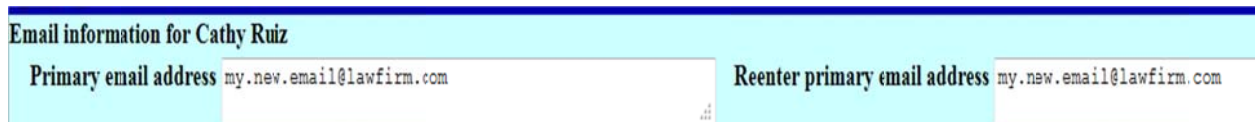
Click on **“Maintain Your ECF Account”**.



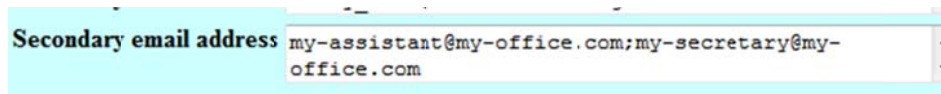
Click on the **“Email Information”** button at the bottom left.

A screenshot of the 'Email Information' form in the ECF system. The form has a light blue background. It contains fields for SSN/ITIN (with a value of 999-99-9999), Tax Id/EIN, Bar ID, and Bar status. Below these fields are two buttons: 'Email information...' and 'More user information...'. At the bottom left are 'Submit' and 'Clear' buttons. A red arrow points to the 'Email information...' button.

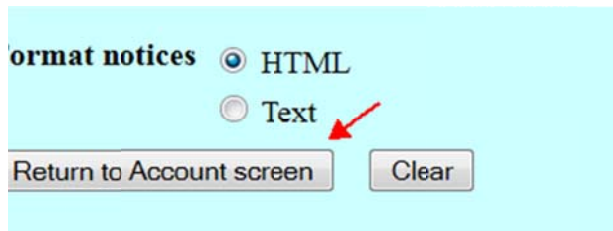
Update your primary e-mail address. You can only have one primary e-mail address.

A screenshot of the 'Email information for Cathy Ruiz' form. It shows two input fields: 'Primary email address' and 'Reenter primary email address'. Both fields contain the text 'my.new.email@lawfirm.com'.

You can also update or add secondary e-mail address(es). Use a semi colon to separate multiple secondary e-mail addresses.

A screenshot of the 'Secondary email address' form. It shows a single input field containing the text 'my-assistant@my-office.com;my-secretary@my-office.com'.

After completing the updates, click on the “**Return to Account screen**” button at the bottom left.



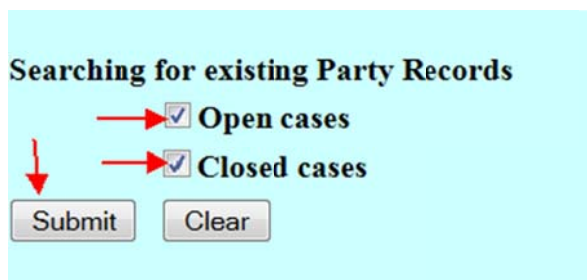
Format notices ☒ HTML
☐ Text
Return to Account screen Clear

Press the “**Submit**” button at the Maintain User Account screen.



Bar ID Bar st
Initials I
Email information... More user information...
Submit Clear

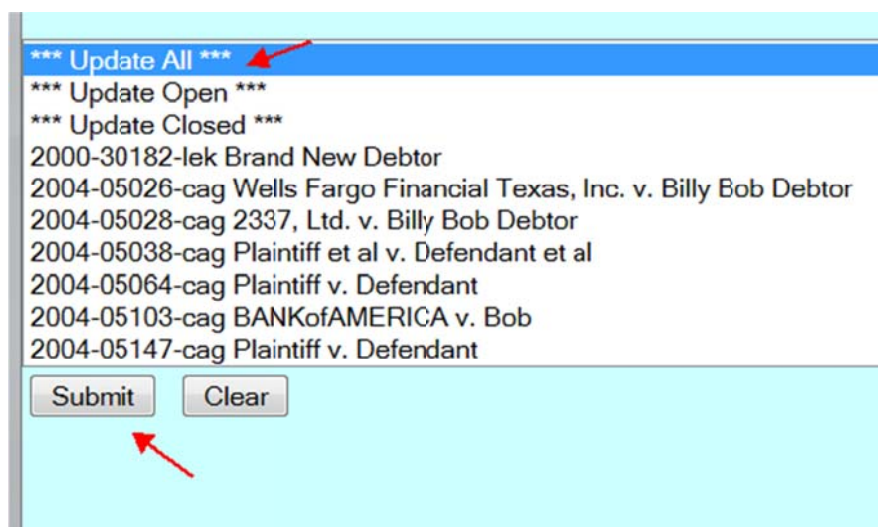
Be sure the “**Open**” and “**Closed**” check boxes are check marked. Click on the “**Submit**” button.



Searching for existing Party Records
Open cases
Closed cases
Submit Clear

The “**Update All**” selection should be highlighted.

Click the “**Submit**” button at the bottom left.



*** Update All ***
*** Update Open ***
*** Update Closed ***
2000-30182-lek Brand New Debtor
2004-05026-cag Wells Fargo Financial Texas, Inc. v. Billy Bob Debtor
2004-05028-cag 2337, Ltd. v. Billy Bob Debtor
2004-05038-cag Plaintiff et al v. Defendant et al
2004-05064-cag Plaintiff v. Defendant
2004-05103-cag BANKofAMERICA v. Bob
2004-05147-cag Plaintiff v. Defendant
Submit Clear

Verify that you see the message "**The update was successful...**".

Verify that you see your new e-mail address on this screen as your Primary email address.

***If you do not see that the update was successful, then re-do your change by clicking on the "**Return to User Maintenance**"

ECF Bankruptcy Adversary Que

Updating person record...
Successfully updated Cathy Ruiz

The update was successful....

Set up automatic email notification complete for Cathy Ruiz
Send Notification in all cases for which you represent a party = on
Send Notification to primary email address = on
Case list:

Email notice of electronic filings for selected cases = off
Summary email = off
Primary email address: my.new.email@lawfirm.com
Secondary email address:

Formatting of notices = HTML (Internet email)
No user update requested
[Return to User Maintenance](#)