

United States Bankruptcy Court - District of Maine
CM/ECF Filing Reference Guide

Account Maintenance

The Utilities/Maintain your ECF account feature allows you to

- **Change/Update primary email address information**
- **Add secondary email address – this is useful to add any staff member you would like to receive information along with/instead of you**
- **Add additional case numbers for cases that you may not have entered an appearance in but would like to monitor**

Change/Update primary email address

Step	Action
1.	Go to Utilities
2.	Maintain your ECF Account
3.	Select " Email information " button
4.	Click the Update my primary email address link
5.	This will bring you to the PACER Manage My Account page – you should contact the PACER Service Center for any instructions or questions - (800) 676-6856 or pacer@psc.uscourts.gov

Adding a secondary email address

Step	Action
1.	Go to Utilities
2.	Maintain your ECF Account
3.	Select " Email information " button
4.	At the Secondary email address active dialogue box add the addresses you would like all notices to go to as well *Under the section entitled “ Send the notices specified below ” make sure you check the box – “ to the secondary address ” **If you do not want to receive notices at both email addresses, make sure you uncheck the box - “ to my primary email address ”
5.	Select the " Return to Account screen " box at the bottom of the screen
6.	Select Submit
7.	The confirmation screen will show that the update was successfully made as well as the secondary email address added
	HELPFUL HINT: Remember to review your account as you have turnover in staff. You may need to replace staff members who have moved on from your office

Adding additional case number for which you have not entered an appearance but would like to monitor

Step	Action
1.	Go to Utilities
	Maintain your ECF Account
2.	Select " Email information " button
3.	Check the box next to " Send notices in these additional cases " Insert the case number in the text field to the right. Select " Find this Case. " <ul style="list-style-type: none">• Repeat for as many case numbers as you would like
4.	Select the " Return to Account screen " box at the bottom of the screen
5.	Select Submit
6.	The confirmation screen will show that the update was successfully made as well as the list of all case numbers for monitoring

Deleting additional case numbers for which you have not entered an appearance but are not longer interested in monitoring

Step	Action
1.	Go to Utilities
2.	Maintain Your ECF Account
3.	Choose the " Email information " box at the bottom of the screen
4.	To remove only one case delete that case number from the text box To receive no further notices in additional cases uncheck the box next to " Send notices in these additional cases "
5.	Select " Return to Account screen "
6.	Select Submit
7.	The confirmation screen will show that the update was successfully made and an updated case list will appear

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