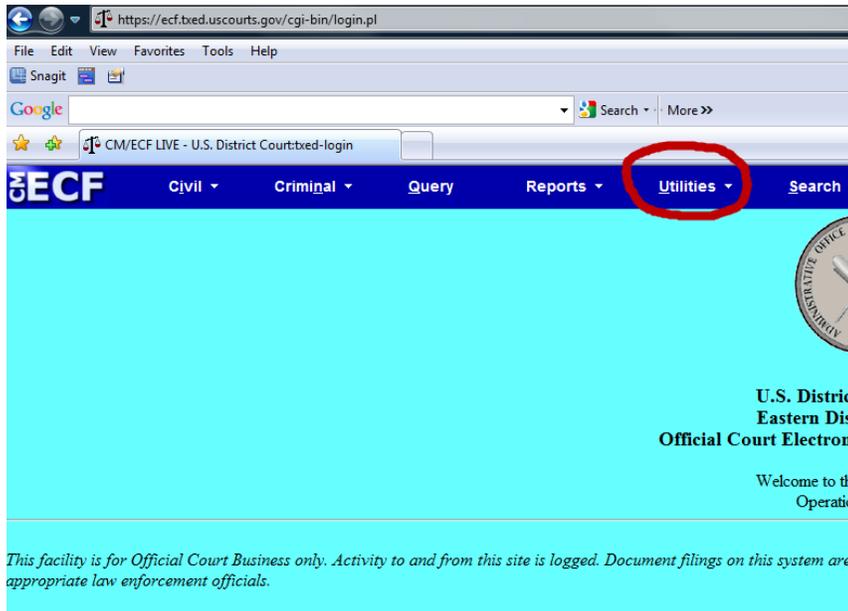


## Maintaining Your ECF Email Information

Go to [ecf.txed.uscourts.gov](https://ecf.txed.uscourts.gov) and click on the Eastern District of TEXAS - Document Filing System link.

Log into the system using your ECF filing login name and password and NOT your Pacer login. You will see the following screen. Click on the Utilities menu option as shown.



Now click on the Maintain Your Account link as shown. If this option is not listed it probably means you have logged in with your Pacer login name and password. You must log in with your ECF login name and password.



Now click on the Email Information button as shown.

Last name  First name  Filer status   
 Middle name  Generation  Filer status comment   
 Gender  ATY Type   
 Title   
 Bar number  Type   
 Prisoner id   Add Headers to PDF Documents  
 Office   
 Unit   
 Address 1   
 Address 2   
 Address 3   
 City  State  Zip   
 Country  County   
 Phone  Fax   
 Birth date  DOB  End date

Review the email addresses listed for your account and change or delete as needed.

Registered e-mail addresses Configuration options  
 Primary e-mail address:  
[smithw@txed.uscourts.gov](mailto:smithw@txed.uscourts.gov)  
 Secondary e-mail addresses:  
[janedoe@bestlaw.net](mailto:janedoe@bestlaw.net)  
[johndoe@bestlaw.net](mailto: johndoe@bestlaw.net)  
[add new e-mail address](#)

See next page if you need help changing or deleting an email address.

To change or delete an email address, click on the desired email address. The following screen will appear.

ECF Civil Criminal Query Reports Utilities Search Logout

CM/ECF LVE - U.S. District Court - Account ...

Email Information for smith.wimberley

Registered e-mail addresses

Primary e-mail address:  
smithw@uscourts.gov

Secondary e-mail addresses:  
johndoe@bestlaw.net  
johndoe@bestlaw.net  
add new e-mail address

Return to Person Information Screen Clear

Configuration options

johndoe@bestlaw.net

Should this e-mail address receive notices?  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

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

Show all cases for this e-mail address (Copy case lists from here)

Case-specific options

Add additional cases for noticing

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

Remove selected cases Change selected cases to notice as a summary report

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

Remove selected cases Change selected cases to notice per filing

Edit the email address in the field as circled above. To delete it, simply remove the entire email address. To edit or delete another address, simply click on the address to the left. Once you have all of your email addresses as you would like them, click the Return to Person Information Screen button. Here is a portion of the next screen to appear.

City State Zip

Country County

Phone Fax

Initials DOB End date

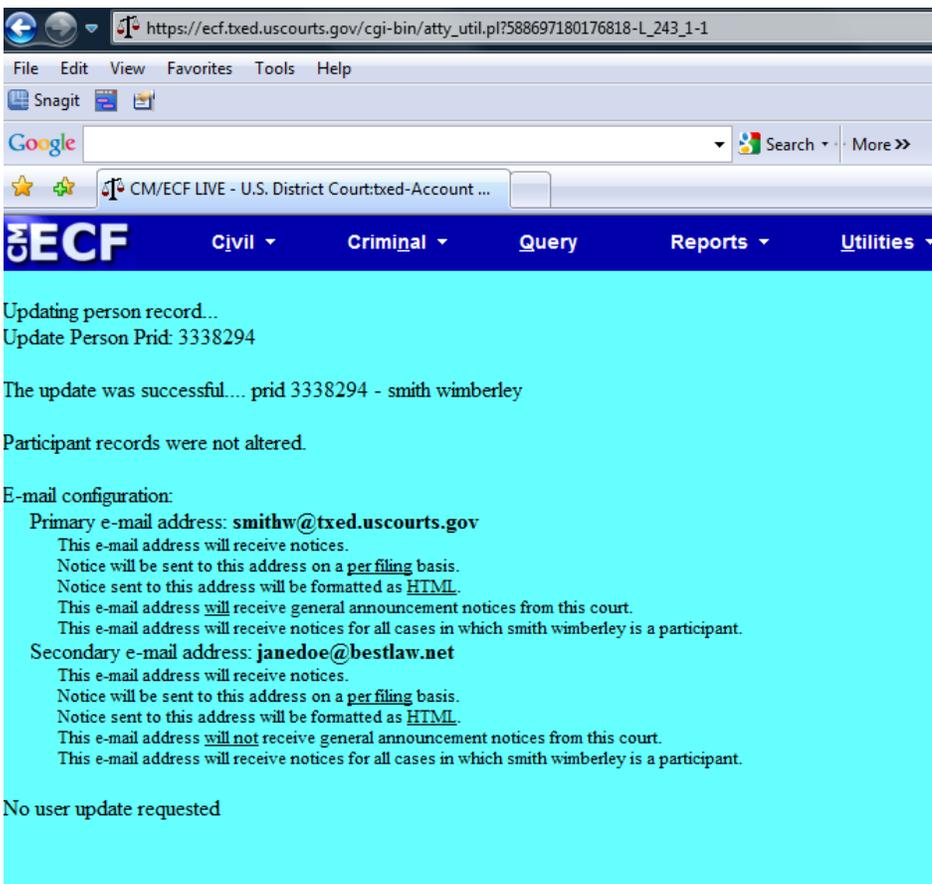
Email information... More user information...

Submit Clear

Be sure you now click the Submit button to save your changes. The following screen appears.



Click the Submit button once again to save all of the changes to your account. The following screen will appear to confirm your changes.



You are done.