

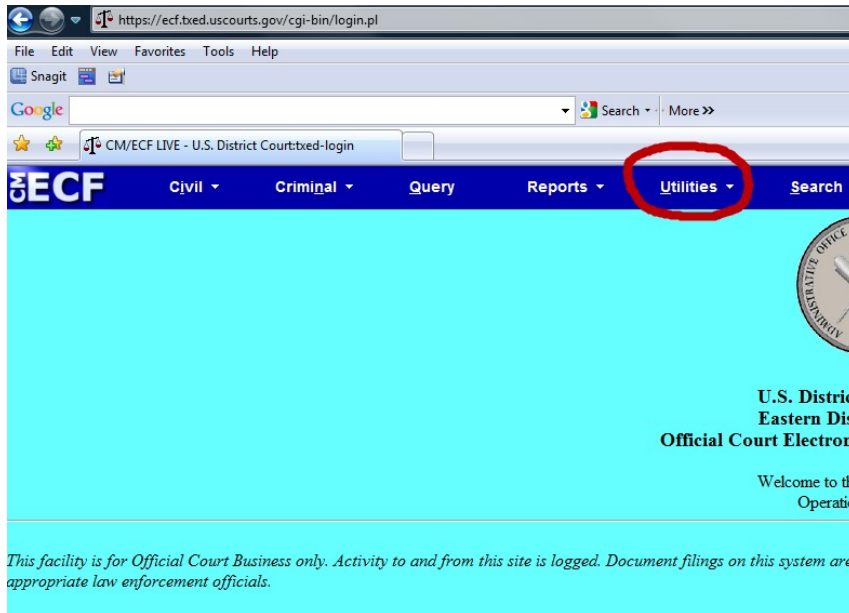
United States District Court  
Eastern District of Texas



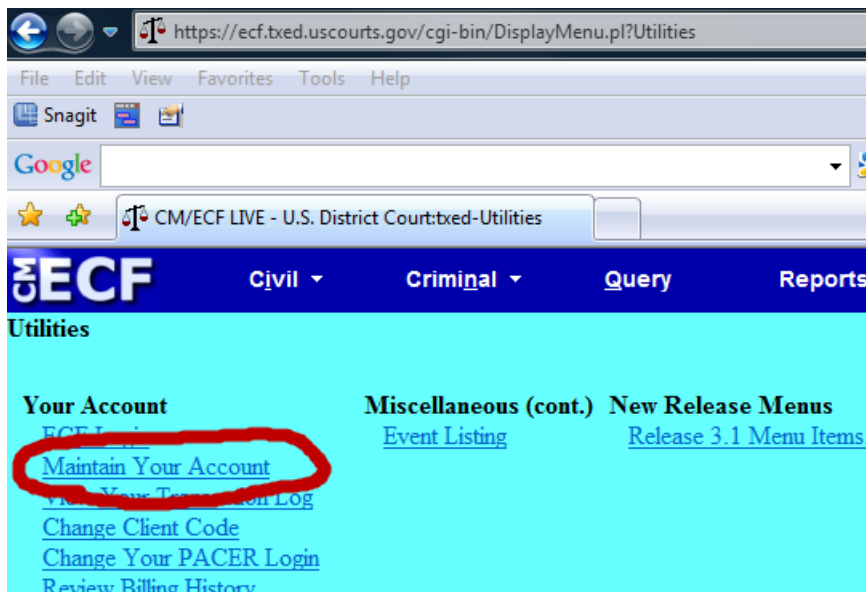
Maintain Your ECF Email Information

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.

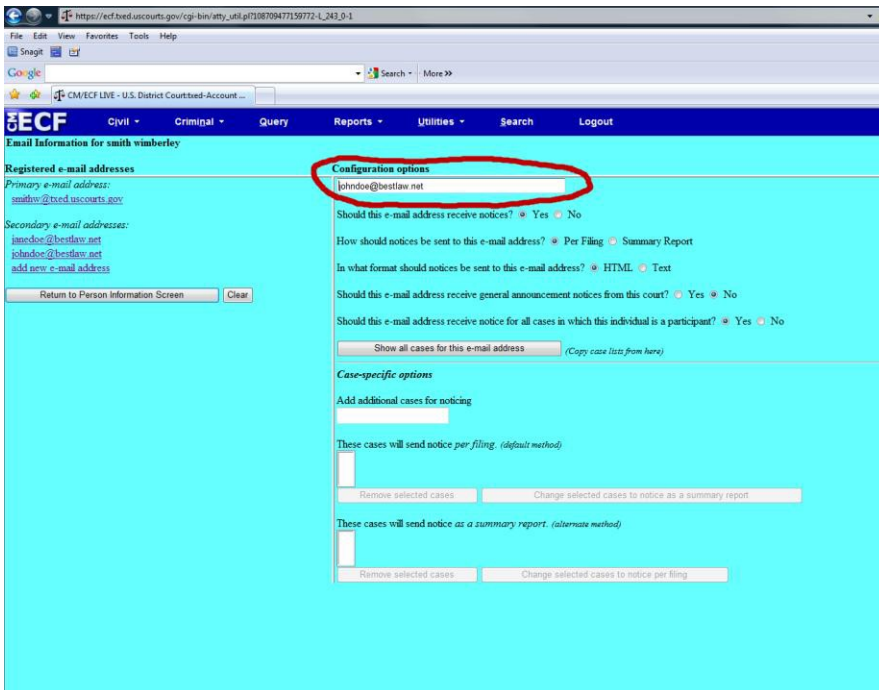
https://ecf.txed.uscourts.gov/cgi-bin/atty\_util.pl  
 File Edit View Favorites Tools Help  
 Snagit  
 Google Search More >>  
 CM/ECF LIVE - U.S. District Court:txed-Account ...  
**ECF** Civil Criminal Query Reports Utilities Search  
**Maintain User Account**  
 Last name  First name  Filer status   
 Middle name  Generation  Filer status comment   
 Gender  ATY Type   
 Title   
 Bar number  Type crt   
 Prisoner id   Add Headers to PDF Documents  
 Office   
 Unit   
 Address 1   
 Address 2   
 Address 3   
 City  State  Zip   
 Country  County   
 Phone  Fax   
 Birth date  BOB  End date

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

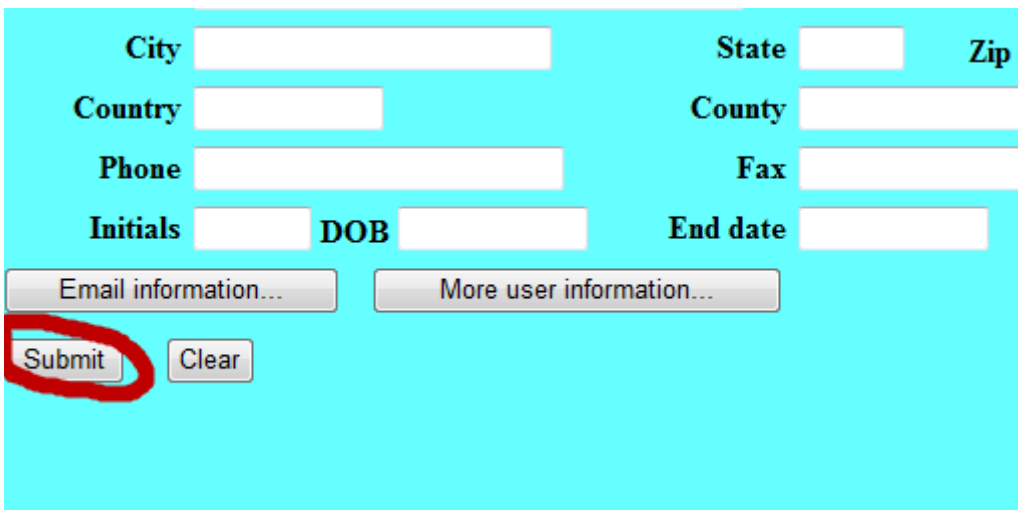
https://ecf.txed.uscourts.gov/cgi-bin/atty\_util.pl?108709477159772-L\_243\_0-1  
 File Edit View Favorites Tools Help  
 Snagit  
 Google Search More >>  
 CM/ECF LIVE - U.S. District Court:txed-Account ...  
**ECF** Civil Criminal Query Reports Utilities Search  
**Email Information for smith wimberley**  
**Registered e-mail addresses**  
 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](#)  
   
**Configuration options**  
 Select an e-mail address to configure.

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.



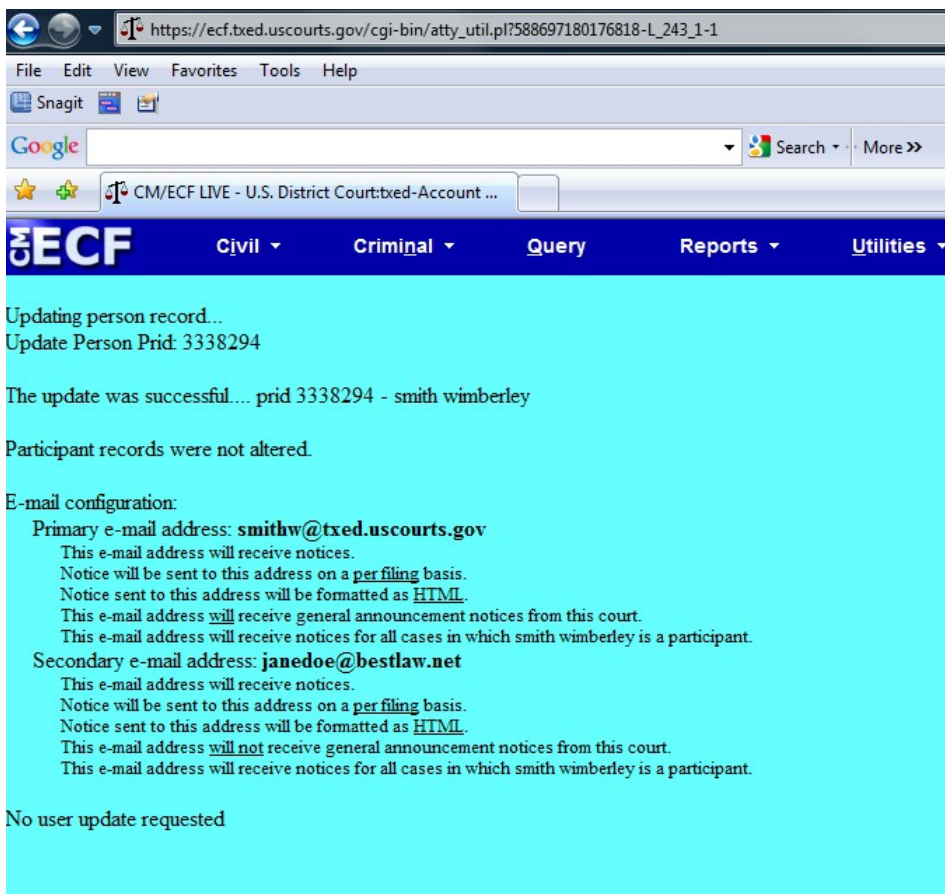
Edit the email address in the field as circled above. To delete it, simply remove the entire email address. To edit or delete another address, simply click on the address to the left. Once you have all of your email addresses as you would like them, click the Return to Person Information Screen button.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



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.