

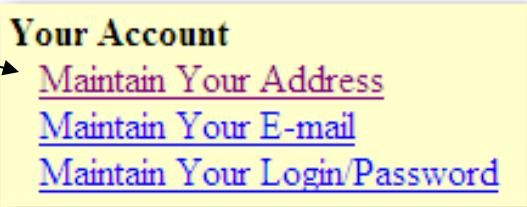
# Attorney Contact Information Update Instructions



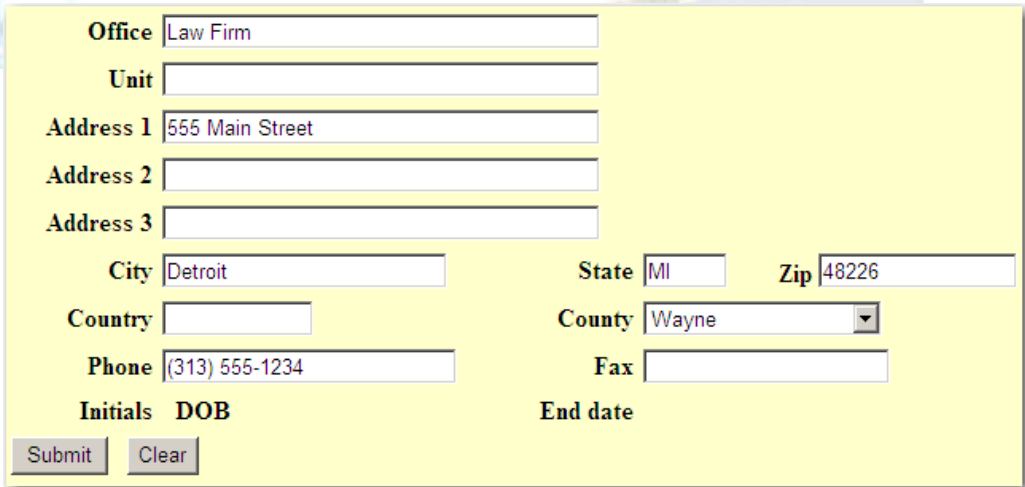
Below are the directions for updating your contact information with the Court. It is the attorney's responsibility to update their information when there is a change. For all procedures below, log into CM/ECF with your e-filing login and password and select Utilities from the Menu Bar.

## Changing Address and Telephone Information

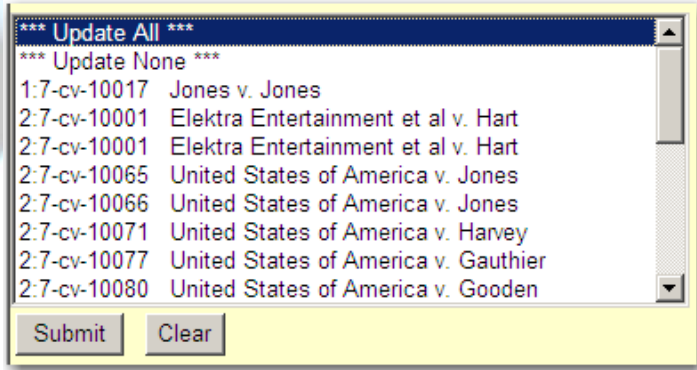
1. Select Maintain Your Address.
2. Update your Contact information.
3. Click Submit.
4. Select **\*\*\*Update All\*\*\***.
5. Click Submit.
6. Click another option on the Blue Menu Bar or Click Logout.

A yellow rectangular box containing the text "Your Account" in bold. Below it are three blue underlined links: "Maintain Your Address", "Maintain Your E-mail", and "Maintain Your Login/Password". An arrow from the first step of the instructions points to the "Maintain Your Address" link.

**Your Account**  
[Maintain Your Address](#)  
[Maintain Your E-mail](#)  
[Maintain Your Login/Password](#)

A yellow rectangular form with various input fields for contact information. The fields are: Office (text box with "Law Firm"), Unit (text box), Address 1 (text box with "555 Main Street"), Address 2 (text box), Address 3 (text box), City (text box with "Detroit"), State (text box with "MI"), Zip (text box with "48226"), Country (text box), County (dropdown menu with "Wayne"), Phone (text box with "(313) 555-1234"), Fax (text box), Initials (text box), and DOB (text box). There are also "Submit" and "Clear" buttons at the bottom left.

Office   
Unit   
Address 1   
Address 2   
Address 3   
City  State  Zip   
Country  County   
Phone  Fax   
Initials  DOB  End date

A dialog box titled "\*\*\* Update All \*\*\*" with a list of case numbers and names. The list includes: "1:7-cv-10017 Jones v. Jones", "2:7-cv-10001 Elektra Entertainment et al v. Hart", "2:7-cv-10001 Elektra Entertainment et al v. Hart", "2:7-cv-10065 United States of America v. Jones", "2:7-cv-10066 United States of America v. Jones", "2:7-cv-10071 United States of America v. Harvey", "2:7-cv-10077 United States of America v. Gauthier", and "2:7-cv-10080 United States of America v. Gooden". There are "Submit" and "Clear" buttons at the bottom.

\*\*\* Update All \*\*\*  
\*\*\* Update None \*\*\*  
1:7-cv-10017 Jones v. Jones  
2:7-cv-10001 Elektra Entertainment et al v. Hart  
2:7-cv-10001 Elektra Entertainment et al v. Hart  
2:7-cv-10065 United States of America v. Jones  
2:7-cv-10066 United States of America v. Jones  
2:7-cv-10071 United States of America v. Harvey  
2:7-cv-10077 United States of America v. Gauthier  
2:7-cv-10080 United States of America v. Gooden

## Changing E-mail Information and Preferences

1. Select Maintain Your E-mail
2. Make appropriate changes and click Submit. (See below for explanation of options).

### **Your Account**

[Maintain Your Address](#)

[Maintain Your E-mail](#)

[Maintain Your Login/Password](#)

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
<input type="text" value="Chris_Adams_CMECF@Yahoo.com"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input type="checkbox" value="Yes"/>	<input type="checkbox" value="Yes"/>	<input type="text" value="Hide Options"/>
Secondary E-mail Addresses					
<input type="text" value="Secretary_Chris_Adams@Yahoo.co"/>	<input type="text" value="HTML"/>	<input type="text" value="Individual NEF"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Hide Options"/>
<input type="button" value="Add Additional E-mail Address"/>		<input type="button" value="Submit"/>	<input type="button" value="Clear"/>		

**Format:** HTML= An email with a hyperlink to the filed document or Text = A web address that must be copy and pasted to view the filed document.

**Delivery Method:** Individual NEF = Will receive an email after each document is filed or Summary NEF = Will receive one email per day with a summary of all documents filed the previous day.

**Active:** (Cannot be changed for Primary E-mail Address) If unchecked the secondary e-mail address will not receive any e-mails.

**In All My Cases:** (Cannot be changed for Primary E-mail Address) If checked, secondary email address will receive all NEFs that the primary email address receives. If unchecked, the secondary email address will not receive any e-mails unless specifically identified in the Additional Options window.

**Additional Options:** Hide Options = hides other case specific options. Specific or Additional Cases = Allows user to receive notices to either primary or secondary (or both) from specified cases. Delivery Method Exceptions = Allows user to specify cases to be delivered in the alternative delivery method (Individual or Summary).

**Receiving Specific or Additional Cases:** This option allows the user to set their account to receive notices on cases that the attorney is NOT active on. For those cases, the recipient will NOT receive a free look at the document. The Primary and Secondary E-mail accounts can receive the same or different case notices.

1. Select “Specific or Additional Cases”
2. Select Add.
3. Enter the case number you wish to receive NEFs from.
4. To remove cases, select Remove in step 2.

The screenshot shows a web form titled "Receiving Specific or Additional Cases". At the top, there is a header bar with the email address "Secretary\_Chris\_Adams@Yahoo.co", a dropdown menu set to "HTML", another dropdown set to "Individual NEF", two checked checkboxes, and a dropdown menu set to "Specific or Additional Cases". Below this is a section with a blue "Add" button and the text "Specific or Additional Cases to Receive NEFs". A note states: "The 'free look' does not apply when viewing documents in cases for which you are not a participant." There is a vertical text input field. Below the field, it says "Enter case number" followed by a text input box and "and click" followed by an "Add to List" button. At the bottom of the form are three buttons: "Add Additional E-mail Address", "Submit", and "Clear".

**Making Delivery Method Exceptions:** This option allows the user to set their account to receive notices in specified cases in the opposite method then the other cases. For example: An attorney who receives all of their notices in Summary form, may wish to set a particular case up to receive notices Individually.

1. Select “Delivery Method Exceptions”
2. Select Add.
3. Select case from list.
4. Click Add to List.
5. To remove cases, select Remove in step 2 and select case to be removed.
6. Select Submit.

The screenshot shows a web form titled "Making Delivery Method Exceptions". At the top, there is a header bar with the email address "Secretary\_Chris\_Adams@Yahoo.co", a dropdown menu set to "HTML", another dropdown set to "Individual NEF", two checked checkboxes, and a dropdown menu set to "Specific or Additional Cases". Below this is a section with a blue "Add" button and the text "Specific or Additional Cases to Receive NEFs". A note states: "The 'free look' does not apply when viewing documents in cases for which you are not a participant." There is a vertical text input field. Below the field, it says "Enter case number" followed by a text input box and "and click" followed by an "Add to List" button. At the bottom of the form are three buttons: "Add Additional E-mail Address", "Submit", and "Clear".

### Changing Login and/or Password

1. Select Maintain Your Login/Password
2. Enter new Login (**This field IS CASE-SENSITIVE**).
3. Enter new password (8 character limit).
4. Click Submit.
5. Select another event from the Blue Menu Bar or Click Logout.

#### **Your Account**

[Maintain Your Address](#)

[Maintain Your E-mail](#)

[Maintain Your Login/Password](#)

#### **More User Information for Chris B Adams**

Login

Last login 02-15-2008 13:00

Password

Current login 02-15-2008 13:00

Registered Y

Create date 05/10/2004

Internet Credit Card Y

Update date 05/10/2004

Groups Attorney



If you forget your login and password you will need to contact the Help Desk to have it reset.