

ADDING A SECONDARY EMAIL ADDRESS TO YOUR ACCOUNT

Most contact information, including a user's primary email address, is updated and maintained by PACER. However, additional (secondary) email addresses can be added to a user's account for cases filed in the Eastern District of Michigan.

INSTRUCTIONS

- Step 1:** On the main menu bar, click *Utilities*.
- Select *Your Account*, then *Maintain Your Secondary Email(s)*.
- Step 2:** Add the secondary email address(es).



It is recommended that all secondary emails have the same noticing preferences set as the user's primary email.