

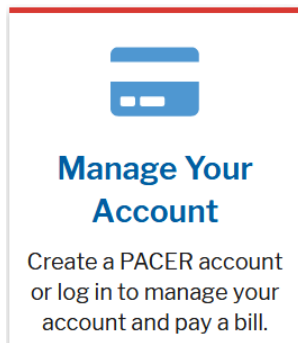
# Maintaining Your CSO Account

United States District Court, Washington Eastern District

All account information, other than secondary email addresses, is held in your CSO (Central Sign-On) account. **It is the attorney's responsibility to keep account information up to date.**

## Updating Address Information

1. Navigate to <https://pacer.uscourts.gov> *Note: This can also be accessed through CM/ECF by clicking on **Utilities > Manage your PACER Account.***
2. Click on **Manage Your Account**



Then click **“Manage My Account Login”**

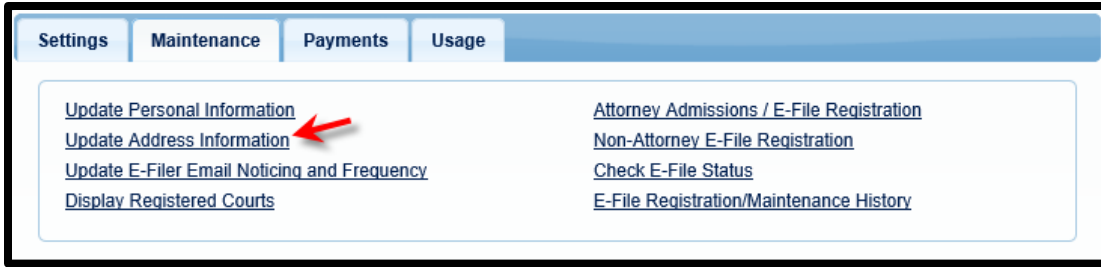


Then click **“Log in to Manage My Account”**



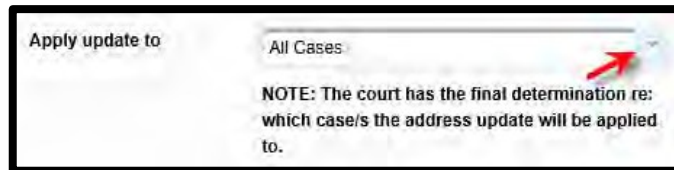
3. **Login** with your PACER username and password.
4. Click on the **Maintenance** tab.

5. Select **Update Address Information**



6. Use the text fields to **update the necessary information**. *\*\*Please list a reason for the update.\*\**

7. Select to which cases you would like to apply the updated information.



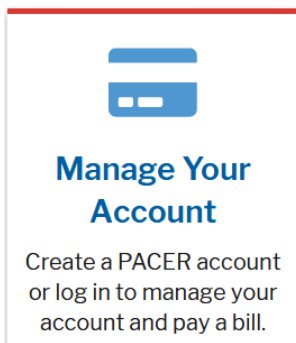
8. Check the boxes noting to which records/courts you would like to apply the updates. Ensure all of the information is correct and click **Submit**. A **confirmation screen** will appear noting your submission was successful.

## Updating Email Information

The primary email address is added and updated through PACER. Secondary email addresses are only added and updated through CM/ECF. Email addresses are used for Notices of Electronic Filing (NEF's). It is recommended that all accounts include a primary email address and at least one secondary email address for the purpose of receiving NEF's.

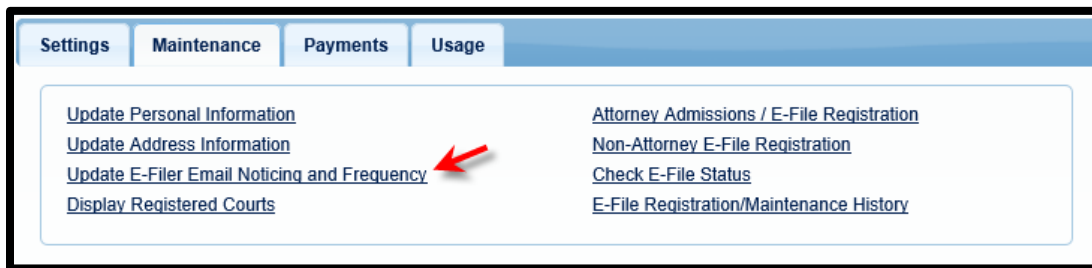
### Updating Primary Email

1. Navigate to <https://pacer.uscourts.gov> *Note: This can also be accessed through CM/ECF by clicking on **Utilities > Manage your PACER Account**.*
2. Click on **Manage Your Account**



Then click **“Log in to Manage My Account”**

3. **Login** with your PACER username and password.
4. Click on the **Maintenance** tab.
5. Select **Update E-Filer Noticing and Frequency**



6. **Check the box** to apply your changes to the *Eastern District of Washington*.
7. Enter and confirm the **Primary Email Address**, select frequency and format preferences and click **Submit**.

A screenshot of a form titled '\* Required Information'. It contains four fields: 'Primary Email \*' (text input), 'Confirm Primary Email \*' (text input), 'Email Frequency \*' (dropdown menu with 'Select Email Frequency' selected), and 'Email Format \*' (dropdown menu with 'Select Email Format' selected).

8. Click **Submit** - You will receive a confirmation screen. Click **Close**.

## Updating/Adding Secondary Emails

1. Select the **Utilities** menu in CM/ECF



2. Click on **Maintain Your Account**
3. Click **Email information** at the bottom of the screen.
4. If a primary email address is listed, skip to step 5. If no primary email address is listed, click **add new e-mail address**. *Note: Although primary email addresses are maintained through PACER, there must be one listed in CM/ECF in order to add secondary addresses.* Enter the account's PRIMARY email address. Once an address is entered, the secondary email address options will appear on the left.
5. Click **add new e-mail address** under **Secondary e-mail addresses**.
6. Enter the **secondary email address** and change the configuration options if desired.
  - **Configuration Options:**

Option	Description
Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs) - this is not recommended.
How should notices be sent to this e-mail address?	<p><u>Per Filing</u>: Email sent for each individual filing.</p> <p><u>Summary Report</u>: One daily email listing all transactions for that day, sent on the following day. <i>NOTE: If the Summary Report is selected, an additional prompt appears, "Should this e-mail address receive a 'no activity' notice when no summary noticing occurs?"</i></p> <p><i>Yes: an email will be sent with the message, "no transactions found for this time period" when no activity occurs in the cases for which the user is configured to receive summary notices.</i></p> <p><i>No: no email will be sent unless there were filings.</i></p>
In what format should notices be sent to this e-mail address?	Controls the format of the emails - HTML is generally preferred.
Should this e-mail address receive	The court prefers that users select Yes in order to receive email notifications regarding

general announcement notices from this court?	important CM/ECF system information such as down-time and upgrades.
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7. To **remove** a secondary email address, click on the address on the left and delete the address in the text box on the right.
8. After all changes have been made, click **Return to Person Information Screen**. **DO NOT use the Back button in your browser- information will not be saved if you click Back.**
9. You will return to the main account maintenance screen. Click **Submit** to save changes. A confirmation screen will appear.