

UPDATING ATTORNEY CONTACT INFORMATION

Your contact information (mailing address, phone number, fax number, and email address) must be kept up to date at all times.

- If you have a CM/ECF login and password, follow the instructions below under “Updating Your CM/ECF Account”.
- If you do not have a CM/ECF login and password, go to page 8 and follow the instructions under “Updating Contact Information”.

Updating Your CM/ECF Account

You can make the following changes to your CM/ECF account:

- change your email address
- add, delete, or change secondary email addresses (your assistant or paralegal, for example)
- change your mailing address, phone number, or fax number
- indicate whether your email address receives Notices of Electronic Filing (NEFs)
- choose whether to receive a notification of everything filed in your cases as soon as it is filed -OR- receive a single daily notice of all activity in your cases
- indicate whether NEFs are in html format or text format
- indicate whether your email address should receive general announcement notices from the Court
- indicate whether to display all your cases

My Name Has Changed. What Should I Do?

If your name has changed, do not change your name using this system. You must send a written request to the Court’s Attorney Admissions Specialist, along with a copy of a Court Order or a copy of your marriage certificate.

What Do I Want to Update?

To make changes to your email information, follow the instructions on page 2. To make changes to your mailing address, phone number, or fax number, go to page 7.

How Do I Update my Email Information?

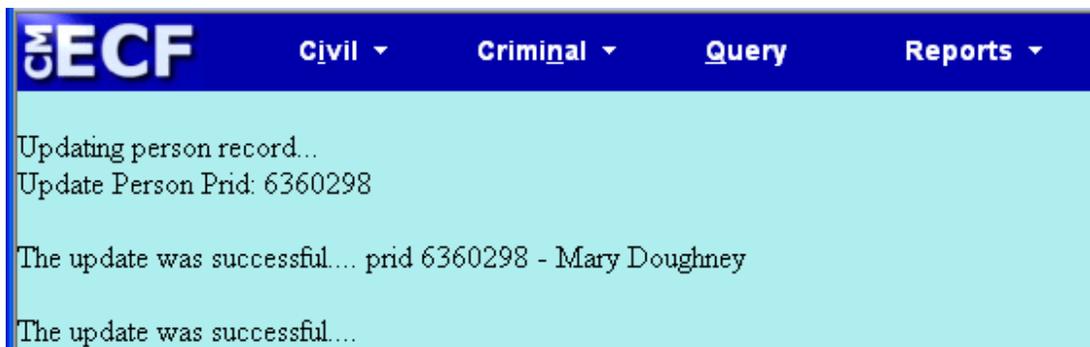
1. Click **Utilities** on the blue menu bar.
2. Under Your Account, click the link **Maintain Your Account**.
3. A new screen will be displayed showing your name, address, phone number, and other information.
4. At the bottom of the screen, click the **Email information** button. The Email Information screen shown below will be displayed.

5. When you click an email address, the configuration options will be displayed on the right.

How Do I Change an Email Address?

Your email address(es) will be displayed on the left side of the screen. To change an existing email address or the configuration options for an email address:

1. Click the address you want to change.
2. Your configuration options will be displayed on the right side of the screen. A description of each option is shown in the chart on the next page.
3. Make the desired changes.
4. Click the button, **Return to Person Information Screen**.
5. Click **Submit**, then **Submit** again. A confirmation screen, shown below, will be displayed.



Configuration Options	Explanation
Should this email address receive notices?	For the primary email address, the default is Yes . To disable the primary address, select No . 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 email address?	Sets the default delivery method for notices sent to this address. If Per Filing , an email will be sent for each individual NEF. If Summary Report , one daily summary email notice that lists all the filings for that day will be sent. If this option is selected, an additional option is added to the screen: <i>Should this email address receive a "no activity" notice when no summary noticing occurs?</i> If Yes , the Daily Summary Report email will include the message <i>"no transactions found for this time period"</i> if no activity occurs in the cases for which the user is configured to receive summary notices. If No , then no email will be generated when there is no activity in the cases.

Configuration Options	Explanation
In what format should notices be sent to this email address?	Controls the format of the emails—either HTML or Text .
Should this email address receive general announcement notices from this Court?	If No , the user will not receive general Court announcement email messages unless the Court overrides the user's preference (e.g., the message is urgent and must be sent to all users). The default is Yes .
Show all cases for this email address	Displays a list of all of the cases for which the user is configured to receive NEFs.

How Do I Add a Secondary Email Address?

To add a secondary email address:

1. From the Email Information screen, click the link **add new email address**.
2. Type the new address in the white text box directly under *Configuration options*.

3. As you type the address, the configuration options will be displayed. Update the options as needed.
4. Click the button, **Return to Person Information Screen**.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Mary Doughney

Registered e-mail addresses

Primary e-mail address:
mary_doughney@mdd.uscourts.gov

Secondary e-mail addresses:
perry_mason@mdd.uscourts.gov
[add new e-mail address](#)

Return to Person Information Screen
 Clear

Configuration options

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

(Copy case lists from here)

Case-specific options

Add additional cases for noticing

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

1:09-cr-00363-WDQ-1 USA v. Public – Representing USA, John Q Public
 1:09-cv-01673-AMD Doe v. Doe – Representing Jane Doe
 1:09-cv-01720-BEL Bank of the World v. Public - Representing Bank of the World

3. Update configuration options as needed
 4. Click the button, Return to Person Information Screen

5. Click **Submit**, then **Submit** again. A confirmation screen will be displayed.

ECF Civil Criminal Query Reports Utilities Search

Updating person record...
 Update Person Prid: 6360298

The update was successful.... prid 6360298 - Mary Doughney

The update was successful...

E-mail configuration:

Primary e-mail address: **mary_doughney@mdd.uscourts.gov**
 This e-mail address will receive notices.
 Notice will be sent to this address on a **per filing** basis.
 Notice sent to this address will be formatted as **HTML**.
 This e-mail address **will** receive general announcement notices from this court.
 This e-mail address will receive notices for all cases in which Mary Doughney is a participant.
[View/Hide case list](#)

Secondary e-mail address: **perry_mason@mdd.uscourts.gov**
 This e-mail address will receive notices.
 Notice will be sent to this address on a **per filing** basis.
 Notice sent to this address will be formatted as **HTML**.
 This e-mail address **will** receive general announcement notices from this court.
 This e-mail address will receive notices for all cases in which Mary Doughney is a participant.
[View/Hide case list](#)

No user update requested

How Do I Delete a Secondary Email Address?

To delete a secondary email address:

1. From the Email Information screen, click the email address you want to remove. The email address and the configuration options will be displayed to the right.
2. Using the **Delete** or **Backspace** key on your keyboard, remove the email address.
3. Click the button, **Return to Person Information Screen**.

4. If you have more than one secondary email address, a pop-up box will ask if you wish to delete this email address. Click **OK**. Click **Return to Person Information Screen**.
5. Click **Submit**, then **Submit** again. A confirmation screen similar to the one below will be displayed.

How Do I Update My Contact Information?

To update your mailing address, phone number, or fax number, follow the instructions below:

1. Click **Utilities** on the blue menu bar.
2. Under Your Account, click the link **Maintain Your Account**.
3. A new screen will be displayed showing your name, address, phone number, and other information.

The screenshot shows the 'Maintain User Account' form with the following data entered:

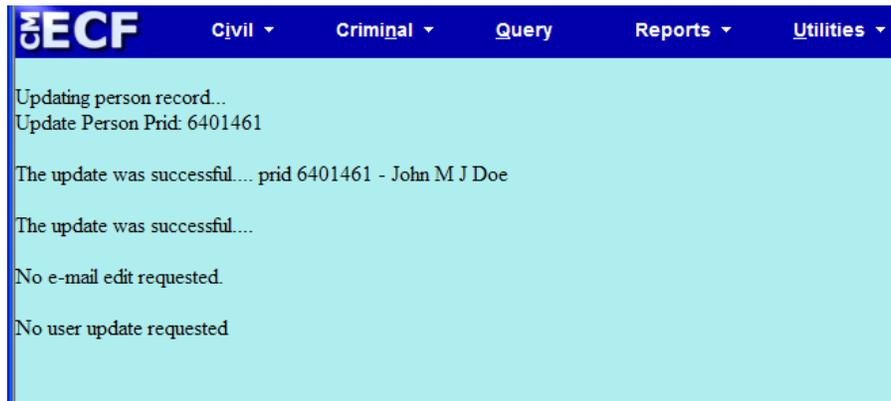
Last name	Doe	First name	John
Middle name	M J	Generation	
Gender	[Dropdown]	ATY Type	[Dropdown]
Title			
Bar number	00000	Type	aty
Prisoner id		<input checked="" type="checkbox"/>	Add Headers to PDF Documents
Office	John M Doe PA		
Unit			
Address 1	The Garrison Bldg		
Address 2	200 E Baltimore St Unit 15		
Address 3			
City	Baltimore	State	MD
		Zip	21201
Country	USA	County	[Dropdown]
Phone	14109921234	Fax	14109921233
Initials	DOB	End date	

Buttons: Email information..., More user information..., Submit, Clear

4. Enter your address as follows:
 - Use only letters and numbers.
 - Use standard postal codes.
 - Abbreviate street suffixes.
 - Spell out numbers less than 10.
 - Do not use any punctuation marks or symbols.
5. Always enter 1 in front of your phone and fax numbers.
6. Do not enter or change any information in the remaining fields.
7. Below is an example of contact information and how it should be entered:

Office:	John M Doe PA		
Address 1:	The Garrison Bldg		
Address 2:	200 E Judicial Ave Ste 123		
City:	Baltimore	State: MD	Zip: 21202-0001
Country:	USA	County:	
Phone:	14105559999	Fax:	14105552345

8. When you have finished updating your contact information, click **Submit** to save your changes.
9. The system then prompts you to select the cases to be updated. Click **Update All**, then **Submit**, so that all cases to which you are linked will be updated.
10. A confirmation screen similar to the one below will be displayed.



Updating Contact Information

If you do not have a CM/ECF account with the Court, please complete the form on the next page. Mail the completed form to Attorney Admissions at either the Northern or Southern Division address shown at the bottom of the form.

My Name Has Changed. What Should I Do?

If your name has changed, you must send a written request to the Court's Attorney Admissions Specialist, along with a copy of a Court Order or a copy of your marriage certificate.

UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND

Felicia C. Cannon, Clerk

CHANGE OF ADDRESS FORM

CHECK ONE:

ATTORNEY

PRO SE

NAME: _____

BAR NUMBER: _____

FIRM NAME: _____

ADDRESS: _____

CITY/STATE: _____

ZIP CODE: _____

MAIN FIRM TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CASE NUMBER(S), IF ANY _____

DATE: _____

Northern Division • 4415 U.S. Courthouse • 101 W. Lombard Street • Baltimore, Maryland 21201 • 410-962-2600
Southern Division • 240 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

Visit the U.S. District Court's Web Site at www.mdd.uscourts.gov