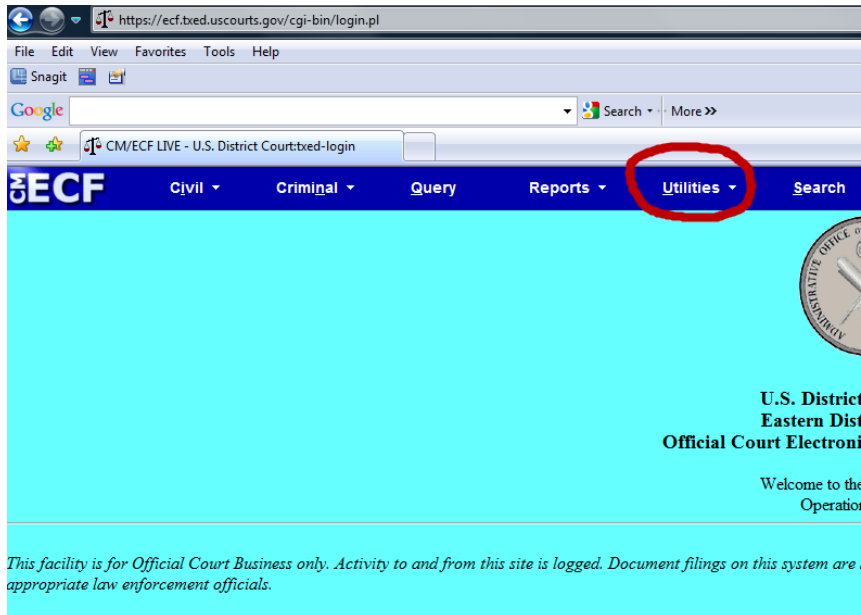


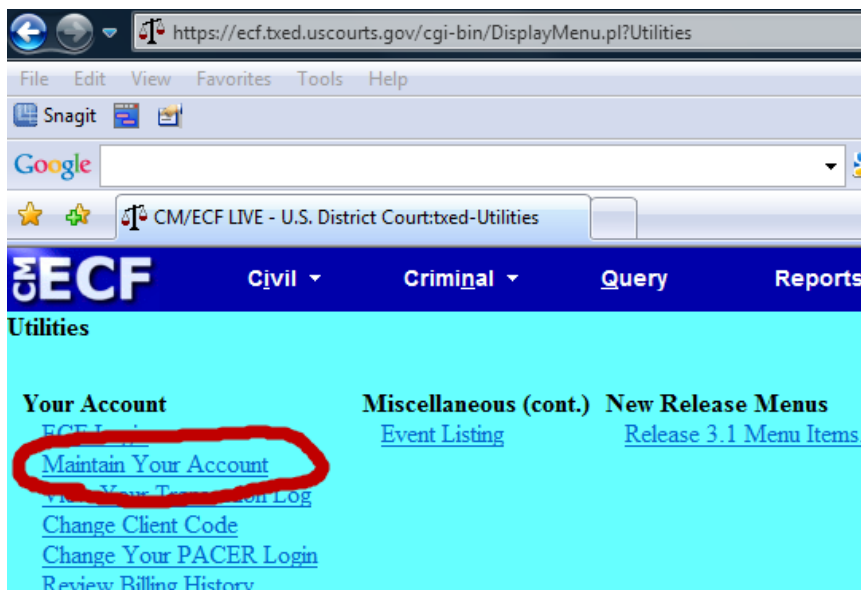
Maintaining Your ECF Email Information

Go to 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

Prisoner id ☒ Add Headers to PDF Documents

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Start date End date

Email information... More user information...

Submit Clear

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	Configuration options
<p>Primary e-mail address:</p> <p>smithw@txed.uscourts.gov</p> <p>Secondary e-mail addresses:</p> <p>janedoe@bestlaw.net</p> <p>joindoe@bestlaw.net</p> <p>add new e-mail address</p>	<p>Select an e-mail address to configure.</p>

Return to Person Information Screen Clear

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.

ECF
Civil Criminal Query Reports Utilities Search Logout

CM/ECF LIVE - U.S. District Court-East-Account ...

Google

Search More »

Email Information for smith winberley

Registered e-mail addresses

Primary e-mail address:
[smithw@uscourts.gov](#)

Secondary e-mail addresses:
[johndoe@bestlaw.net](#)
[johndoe@bestlaw.net](#)
[add new e-mail address](#)

Return to Person Information Screen Clear

Configuration options

[johndoe@bestlaw.net](#)

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

Show all cases for this e-mail address (Copy case lists from here)

Case-specific options

Add additional cases for noticing

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

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice as a summary report. (alternate method)

Remove selected cases Change selected cases to notice per filing

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.

City State Zip

Country County

Phone Fax

Initials DOB End date

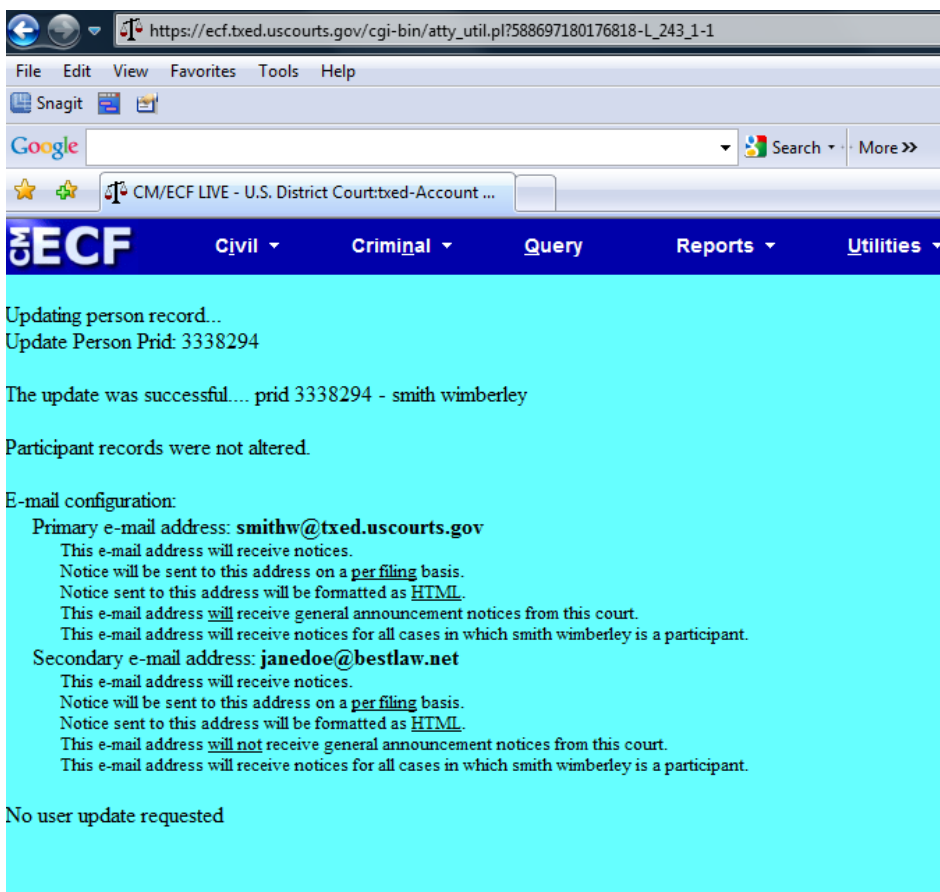
Email information... More user information...

Submit Clear

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.