

K. Account Maintenance

1. Updating Contact Information

Electronic filers must maintain current name and contact information, which includes a mailing address, telephone number, and email address, with the Clerk's Office at all times by ensuring the information associated with their filing accounts is accurate. Filers must also amend their appearance forms in all pending cases where any name or contact information changes. See Fed. Cir. R. 25(a)(5). Note that "service of a filing to an invalid email address constitutes valid service if the individual has failed to timely provide a current email address." Fed. Cir. R. 25(e)(1).

Note: Government counsel moving to private practice must separately contact the Clerk's Office regarding formal bar admission to the court.

2. Manage My Account

The following options are available within PACER's account maintenance menu.

For assistance with PACER account maintenance, please contact the PACER Service Center at 800-676-6856. **The Clerk's Office does not have the ability to access or to update individual account information, including login credentials.**

a. Settings Tab

- *Change Username*
- *Change Password:* Passwords must be at least 8 characters, which can contain letters, numbers, and special characters such as underscores, periods, and exclamation points. Password changes are immediate.
- *Set Security Information:* Setting up security questions allows you to reset your forgotten password. You will be prompted to answer the questions on file to reset your password.
- *Update PACER Billing Email:* Enter the email address where you want to receive billing notices.
- *Set PACER Billing Preferences:* Set account preferences for use in CM/ECF. This allows you to turn off viewing of transaction receipts and require the use of a client code.

b. Maintenance Tab

- *Update Personal Information:* Name information.
- *Update Address Information:* Mailing address, phone numbers.
- *Update E-Filer Email Noticing and Frequency:* Update the email address, delivery method, and formatting options at participating courts for which you are an accepted e-filer.
- *Display Registered Courts:* See a list of courts in which you are an accepted e-filer. This option will only appear if you have submitted an e-file registration at a court.
- *Attorney Admissions/E-File Registration:* Apply to e-file at a participating court.
- *Non-Attorney E-File Registration:* Non-attorneys (i.e., pro se filers, interested parties, or filing agents) may register for e-file privileges at a participating court.
- *Check E-File Status:* Select a court and court type to check your e-file status in that court. This option will only appear if you have submitted an e-file registration at a court.
- *E-File Registration/Maintenance History:* View a list of all your admissions and e-file registration and maintenance requests. This option will only appear if you have submitted an e-file registration at a court.

c. Payments Tab

- *Make One-Time PACER Fee Payment:* Pay PACER account balance or another amount.
- *Manage My Stored Payment Information:* Store a credit card as a default payment method for filing and attorney admissions fees, or for automatic billing for PACER fees.

d. Usage Tab

- *View Quarterly Invoice/Statement of Account*
- *View Detailed Transactions:* View details about your searches and PACER fees.