

**United States Bankruptcy Court  
Eastern District of California**

**Information Concerning e-Filer Address and/or Phone Number Changes**

On Tuesday, February 16, 2010 at 8:00 p.m., the e-Filing system will be modified to process e-Filer address and phone number changes. Changes entered by all e-Filers will update the addresses and/or phone numbers associated with their e-Filing user accounts. Changes entered by attorney e-Filers will also update their CM attorney record. As a result, an attorney e-Filer's new address will be associated with their attorney record for all future filings and with the previous filings, if any, selected by the attorney.

To process address and phone number changes, the e-Filing System will be modified as follows:

1. An e-Filer's current address and a link to update the address will be displayed on the e-Filer's Home Page in a light blue box near the top.
2. To update his/her address, an e-Filer can either click the 'update address' link on their Home Page, or click **MyAccount** in the blue bar at the top of the page, and then select **Change Your Address and/or Phone Number**.
3. The e-Filer's current address and phone number will appear pre-inserted on the **Change Your Address and/or Phone Number** screen. To change the address and/or phone number, modify the pre-inserted information to include the e-Filer's new address and/or phone number. Changes entered by attorney and non-attorney e-Filers will update the addresses and/or phone numbers associated with their e-Filing user accounts. Changes entered by attorney e-Filers will additionally update their CM attorney records, and will be associated with all future filings and the previous filings, if any, specified by the e-Filer.
  - A. Non-attorney e-Filers: Modify the pre-inserted information to display the new address and/or phone number and click the **Save Address Change** button. The changes entered will update the address and/or phone number associated with your e-Filing user account.
  - B. Attorney e-Filers: Modify the pre-inserted information to display the new address and/or phone number.
    - i. To update your user accounts and associate the new address and/or phone number with all future filings **ONLY**, select the *DO NOT change my address in any cases or proceedings currently associated with my user account* option under **Address Change Options for Previously Filed Documents** and click the **Save Address Change** button.
    - ii. To update your user accounts and associate the new address and/or phone number with all future filings **AND** all previous filings (including those in cases

and adversary proceedings that are no longer active), select the *Change my address in ALL cases and proceedings currently associated with my user account* option under **Address Change Options for Previously Filed Documents** and click the **Save Address Change** button. A docket entry that includes the attorney's old and new addresses will be made in the cases and adversary proceedings in which the address has been changed.

- iii. To update your user accounts and associate the new address and/or phone number with all future filings AND some, but not all, previous filings, select the *Change my address in SPECIFIC cases and proceedings currently associated with my user account* option under **Address Change Options for Previously Filed Documents**. A list of all cases and proceedings associated with your user account will appear. Check the boxes next to the cases in which your address should be changed and click the **Save Address Change** button. A docket entry that includes the attorney's old and new addresses will be made in the cases and adversary proceedings in which the address has been changed.
4. Use of the e-Filing system **Change Your Address and/or Phone Number** utility in previously filed cases and proceedings will change the address and/or phone number for the attorney contained in the court record. Notice of the change of address must still be served by the attorney on all parties in each case and proceeding in which the attorney's address has changed.
5. **Change of Law Firm** instructions specifically dealing with the situation where an attorney changes law firms, and some cases move with him/her to the new firm while others remain with the former firm, are available on the e-Filing Help page.
6. e-Filing system organization/firm associations are no longer available. As a result, you may no longer view e-Filing history for your entire firm or change the addresses of all e-Filers in the firm by changing the address of the firm.
7. It is the e-Filer's responsibility to keep his/her address and phone number current. e-Filers are expected to do this themselves by entering their address and phone number updates in the e-Filing system.

Please direct any questions or concerns regarding address and telephone number changes to the e-Filing Help Desk or call the toll-free number (855-542-0992).