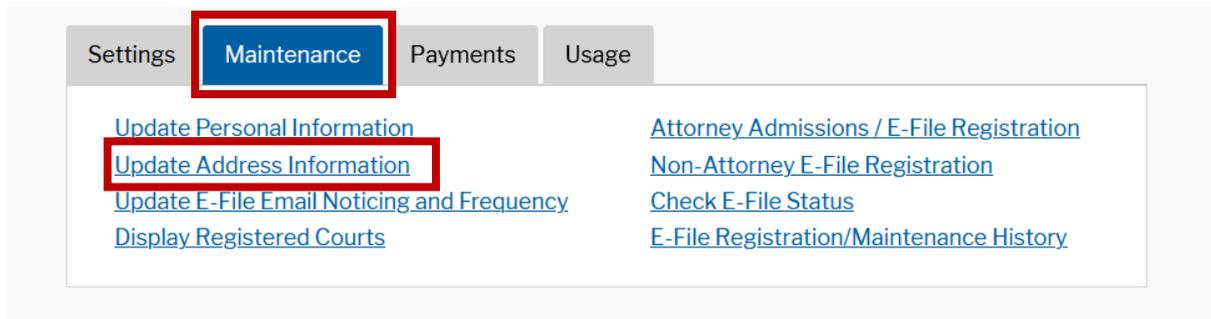


Adding a Firm Name to Your Attorney Record in CM/ECF

NOTE: To add your firm name to your attorney record with the Eastern District of California Bankruptcy Court, your upgraded PACER account **must** be linked to your CM/ECF account. If you have not yet linked your accounts, click [here](#) for more information.

- Open PACER at <https://pacer.uscourts.gov>.
- Click on **My Account & Billing** in the ribbon at the top of the page and select **Manage My Account Login** **OR** click the **Manage Your Account** tile and select **Manage My Account Login**.
- If you are not logged into PACER, click the **Log in to Manage My Account** button.
- On the next screen, select the **Maintenance** tab and click the **Update Address Information** link.



- The top field on the next screen is **Firm/Office**. Enter your firm name in the box. Please do not use the pipe character (|) or slashes (/) when entering the firm name. Commas and ampersands are acceptable.

Update Address Information

In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.

*** Required Information**

Firm/Office

Sample Law Firm

- Scroll down to the **Reason for update** field. Enter "Adding a firm name" in the text box.

Reason for update

Adding a firm name

- Next, scroll down to the **Apply update to** field. Select **Open Cases** from the drop-down menu.

Apply update to

Open Cases

NOTE: The court makes the final determination regarding which case(s) an address update is applied to.

- Now scroll to the bottom of the screen. Click the box next to **California Eastern Bankruptcy Court**. **If you do not see California Eastern Bankruptcy Court as an option and you are currently a registered e-Filer, you may need to link your PACER account to your CM account.** Click [here](#) for more information before proceeding. After clicking the box next to **California Eastern Bankruptcy Court**, Click the **Submit** button.

U.S. Bankruptcy Courts

California Eastern Bankruptcy Court



Sacramento, CA, 95818

Phone:

- You will receive a popup that says that your address change has been sent to the selected courts. The court will process the change within two business days, and you will receive an email confirmation from do_not_reply@psc.uscourts.gov when your firm name has been added.