

NextGen Account Maintenance

Beginning on October 18, 2021, you will need to access PACER to change your name, e-mail address or e-mail preferences, or mailing address with the Eastern District of California Bankruptcy Court. To add or modify a secondary e-mail address, you will need to log into NextGen.

To perform this type of maintenance, you will need to link an upgraded PACER account to your existing Eastern District of California CM/ECF account.

Retrieving Your PACER Password

- If you have forgotten your PACER password, go to PACER at www.pacer.gov
- Click on **Manage Your Account** and **Forgot Username or Password?**
- Under the heading If you are a PACER-only user or a NextGen CM/ECF filer, click the **Reset Password** or **Retrieve Username** button.
- Follow the instructions.

Changing Your PACER Password

- Go to PACER at www.pacer.gov
- Under **Manage Your Account** click **Manage My Account Login**
- Log in to PACER when prompted
- Select the **Settings** tab and then click the **Change Password** link.
- You will be prompted to enter your current password and then enter your new password twice.
- Click Submit.

Changing Your Primary E-Mail Address and/or E-Mail Noticing and Frequency

- Go to PACER at www.pacer.gov
- Under **Manage Your Account** click **Manage My Account Login**
- Log in to PACER when prompted
- Select the **Maintenance** tab and then click the **Update E-Filer E-mail Noticing and Frequency** link.
- Select the court(s) in which you want to update your e-mail information.
- At the prompts, enter and confirm your primary e-mail address.
- Under **E-mail Frequency**, select whether you want one e-mail per day or one e-mail per filing.
- Under **E-mail Format**, select whether you want your e-mails to be in HTML or text format.
- Click **Submit**.

Changing Your Address

- Go to PACER at www.pacer.gov
- Under **Manage Your Account** click **Manage My Account Login**
- Log in to PACER when prompted
- Select the **Maintenance** tab and then click the **Update Address Information**
- Enter your new contact information. Fields with a red asterisk are required. You will also need to enter a reason for the update and select which cases to apply the change to (open cases, closed cases, all cases, or none.)
- Click the box next to **PACER Billing** if you want to change your address with PACER.
- Click the box next to each court where you want your address changed.
- Click the Submit button. Each court will need to review your changes.

Changing Your Name

- Go to PACER at www.pacer.gov
- Under **Manage Your Account** click **Manage My Account Login**
- Log in to PACER when prompted
- Select the **Maintenance** tab and then click the **Update Personal Information**.
- Make modifications to your name. Fields with a red asterisk are required.
- Click the box next to **PACER Billing** if you want to change your address with PACER.
- Click the box next to each court where you want your address changed.
- Click the Submit button. Each court will need to review your changes.

Adding a Secondary E-mail Address

- Log in to NextGen. You can access NextGen directly from the PACER website or by going to our website at www.caeb.uscourts.gov and clicking the PACER link on the left side of our homepage.
- Click **Utilities** and then **Maintain Your ECF Account**.
- Click the **E-mail Information** button.
- Enter your e-mail address at **the Secondary e-mail address** prompt and re-enter it at the **Re-enter secondary e-mail address** prompt.
- Determine whether you would like a notice for every filing or one daily notice by selecting the appropriate button.
- Click the **Return to Account Screen** button.
- Click **Submit**.