

<u>Question</u>	<u>Answer</u>
<p>I linked the wrong PACER account to the court's CM/ECF account. What should I do?</p>	<p>Generally, the court can unlink PACER and CM/ECF accounts if they have been linked incorrectly. Email the help desk at Efilers_Helpdesk@caeb.uscourts.gov with your name and phone number. Someone will contact you if they have questions. You will also be contacted when the account has been unlinked.</p>
<p>Will CAEB still have a stand-alone e-Filing system?</p>	<p>Yes. Most documents will still be filed through the CAEB e-Filing system. Only proofs of claim and some documents that are docketed by trustees, personal financial management course providers, and transcribers will be filed through the Next Generation of CM/ECF, aka NextGen.</p> <p>Your log in credentials for CAEB e-Filing will remain the same. You do not need to apply for a new CAEB e-Filing account.</p>
<p>Can I have the same login and password for e-Filing and NextGen?</p>	<p>If you, currently, do not have a PACER account you can try to use your CAEB e-Filing login when applying for a new PACER account. Note, if your login has been previously used in the PACER system you will be informed to use a different log in.</p> <p>Unfortunately, we cannot change your e-Filing login. However, you may change your passwords to match.</p>
<p>How do I change the following information with the court?</p> <ul style="list-style-type: none"> • Name • Address • Firm Name • e-Mail address • Phone number 	<ul style="list-style-type: none"> • 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 (for email), Update Personal information (for name), and/or Update Address Information (for address/firm name/phone number). • 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. <p>Click here for more information.</p>

<p>How do I add or modify a secondary e-mail address or change my noticing frequency?</p>	<ul style="list-style-type: none">• 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. <p>Click here for more information.</p>
<p><u>Attorneys/Creditors/Trustees:</u></p>	<p>If you had an e-Filing account prior to NextGen, it should still be active.</p>

<u>Question</u>	<u>Answer</u>
<p>How do I apply for an e-Filing account with the Eastern District of California?</p>	<p>If you have never had e-Filing privileges in the Eastern District of California bankruptcy court, you will need to apply through PACER using an individual, upgraded PACER account.</p> <p>Once your NextGen account is approved, you will automatically be given a CAEB e-Filing account. You will receive a separate e-mail with your CAEB e-Filing credentials.</p>
<p><u>Transcribers/Personal Financial Management Providers:</u></p> <p>How do I apply for docketing privileges with the Eastern District of California?</p>	<p><u>Transcribers:</u> You will need an individual, upgraded PACER account. Apply for docketing privileges using the Non-Attorney E-File Registration link and selecting Court Reporter as the Role in Court. You will be contacted by one of our staff who will provide you with more information.</p> <p><u>Personal Financial Management Providers:</u> Send an email to the help desk at Efilers_Helpdesk@caeb.uscourts.gov . You will be provided with instructions on how to proceed.</p>