

Instructions on Maintaining your CM/ECF Account

ECF Access

1. Go to the <https://ecf.mnd.uscourts.gov> website.
2. Use your login and password to access the ECF system.

Maintain Your Account - Utilities Menu

MAINTAIN USER ACCOUNT INFORMATION - CONTACT INFORMATION

This section outlines the steps to edit or maintain certain aspects of your ECF account with the Court or to view a log of your transactions.

1. Click **Utilities > Your Account > Maintain Your Account**



The following window will appear:

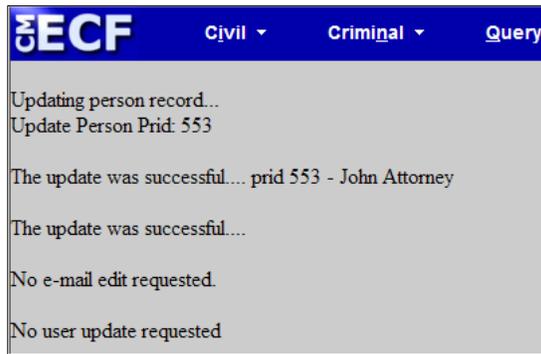
A screenshot of the 'Maintain User Account' form. The form contains fields for personal and professional information. Fields include: Last name (Paulsen), First name (Jeffrey), Middle name (S.), Generation, Gender (dropdown), ATY Type (Criminal), Title (text), Bar number (123), Type (aty), Prisoner id (text), Add Headers to PDF Documents (checkbox), Office (US Attorney Office), Unit (600 US Courthouse), Address 1 (300 4th St S), Address 2, Address 3, City (Mpls), State (MN), Zip (55415), Country (USA), County (Hennepin 27053), Phone (text), Fax (text), Initials (DOB), and End date. There are buttons for 'Email information...', 'More user information...', 'Submit', and 'Clear'.

NOTE: This screen displays all of the registration information contained within the ECF database for your account with the Court. This information must be kept up to date with the U.S. District Court.

If an attorney is linked to a law firm, the law firm address may not be editable. In this case, call the ECF Helpdesk for assistance in updating your firm information.

2. Make desired changes in this window, Click **Submit**
3. A confirmation window will appear, Click **Submit** again

The following “update successful” window will appear:



4. **Resume** ECF activities or log out of the system

MAINTAIN USER ACCOUNT INFORMATION - CHANGE PASSWORD

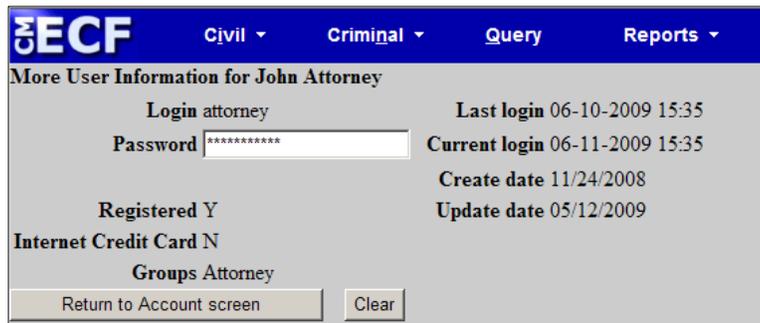
This option is where password may be changed.

1. Click **Utilities > Your Account > Maintain Your Account**

The Maintain User Account window will appear

2. Click “**More user information**”

The following window will appear:



3. Make desired changes in this window, Click **Return to Account screen**, Click **Submit**

4. A confirmation window will appear, Click **Submit** again

The “update successful” window will appear.

5. Resume ECF Activities or log out of the system

NOTE: In the Password field, ECF displays a string of asterisks. To change your ECF password, delete the asterisks, type a new password. The actual characters will display until the new password is saved in the database.

ECF Passwords are case-sensitive.

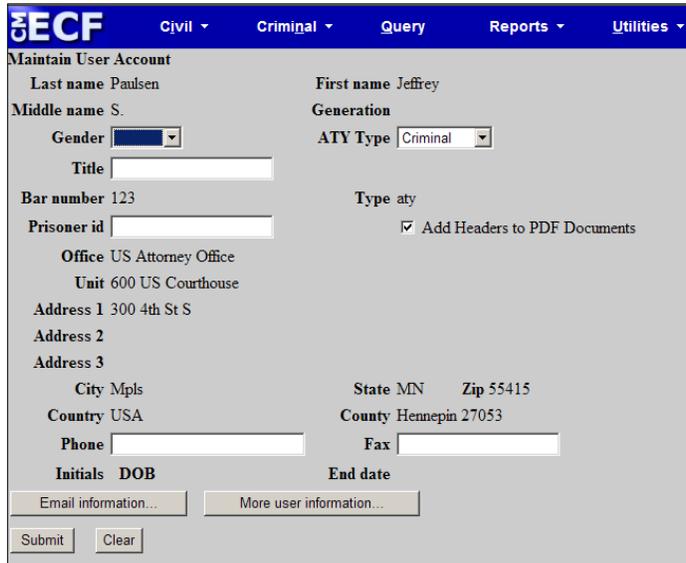
If you misplace your login or password, please contact the ECF Helpdesk with your user name, Federal Bar ID and email address. A new login will be sent to you upon confirmation of the information received.

MAINTAIN USER ACCOUNT INFORMATION - EMAIL INFORMATION

When attorneys receive a CM/ECF Account (i.e., Login and Password), they need to set up their email address in the system. This is also the location to add additional, secondary email addresses to the attorneys' account for receipt of Notices of Electronic Filing (NEF).

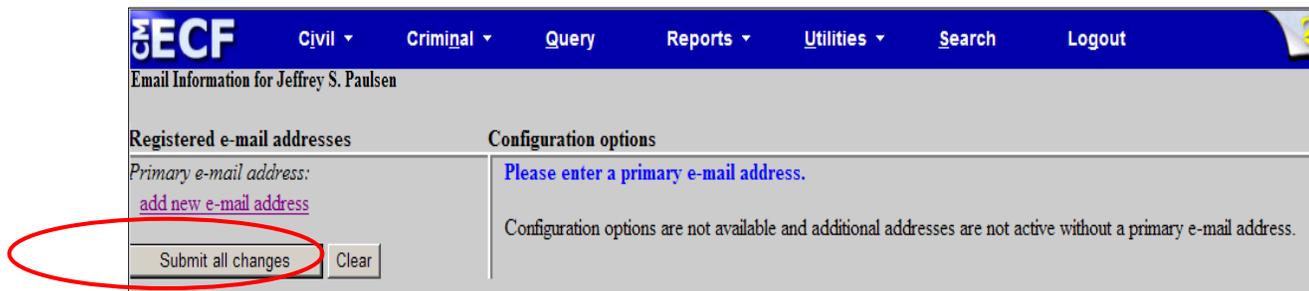
1. Click **Utilities > Your Account > Maintain Your Account**

The Maintain User Account window will appear:



2. Click **"Email information"**

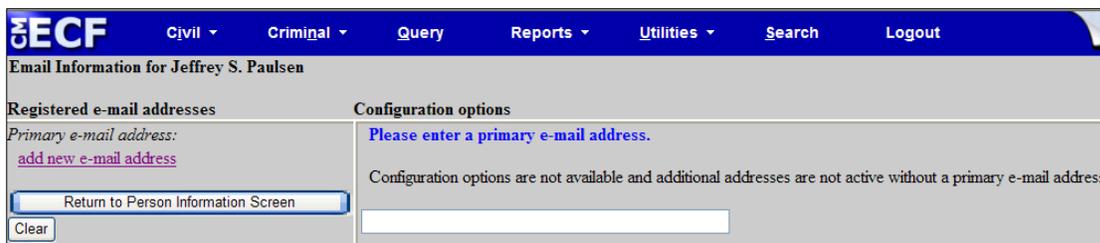
The following window will appear:



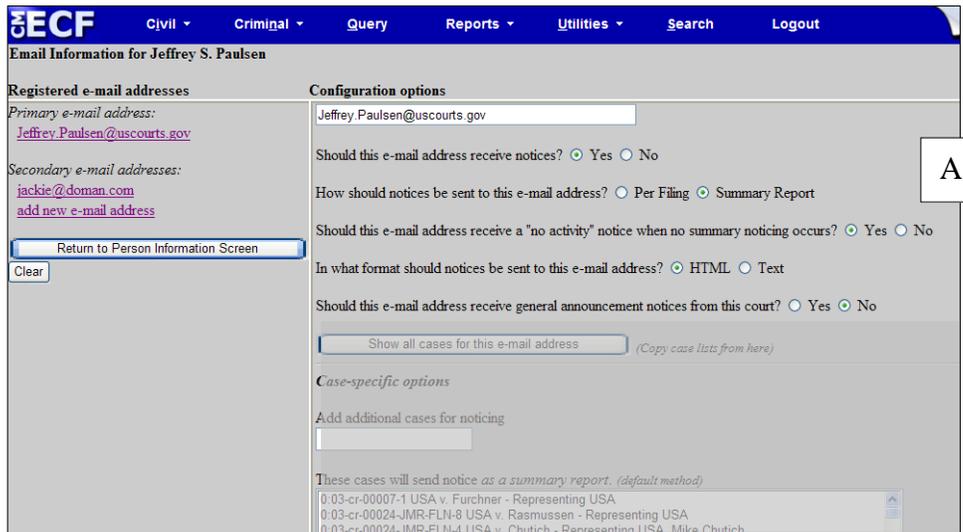
3. Click **"add new e-mail address"**

NOTE: When an item (email link) on the left side of the window is selected, above, the options available and information pertaining to this item will appear on the right side of the window.

The following window will appear:



4. Enter the **Primary E-mail Address** for the User’s Account
5. Select **Additional Options** in the Configuration Options window (seen below)



The Additional Options available, in the window above, are described below:

ADDITIONAL OPTIONS WINDOW - TOP HALF		
Item	Option	Description
A - Notices	Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs) – this is not recommended.
	How should notices be sent to this e-mail address?	<u>Per Filing</u> : Email sent for each individual NEF <u>Summary Report</u> : One daily email listing all transactions for that day, sent on the following day NOTE: If the Summary Report is selected, an additional prompt appears, “Should this e-mail address receive a ‘no activity’ notice when no summary noticing occurs?” <ul style="list-style-type: none"> • Yes, an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices • No, unless there is case activity, no email will be generated
	In what format should notices be sent to this e-mail address?	Controls the format of the emails – either HTML or Text.
	Should this e-mail address receive general announcement notices from this court?	<ul style="list-style-type: none"> • Yes, all court announcements will be sent to email address listed • No, the user will only receive general court announcement email messages when the court deems it essential (e.g., the message is urgent and must be sent to all users).

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Jeffrey S. Paulsen

Registered e-mail addresses

Primary e-mail address:
Jeffrey.Paulsen@uscourts.gov

Secondary e-mail addresses:
jackie@doman.com
[add new e-mail address](#)

Configuration options

Jeffrey.Paulsen@uscourts.gov

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? Yes No

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Show all cases for this e-mail address (Copy case lists from here)

Case-specific options

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

0:03-cr-00007-1 USA v. Furchner - Representing USA
0:03-cr-00024-JMR-FLN-8 USA v. Rasmussen - Representing USA
0:03-cr-00024-JMR-FLN-4 USA v. Chutich - Representing USA Mike Chutich

B

ADDITIONAL OPTIONS WINDOW - BOTTOM HALF		
Item	Option	Description
B - Case Specific Options	Show all cases for this e-mail address?	Displays a list of all of the cases for which the user is configured to receive NEFs. NOTE: Cases appearing in this window may be copied and pasted to secondary email addresses.
	Add additional cases for noticing	Enter specific case numbers in the text field, click Find This Case When desired case appears, click Add Case(s). Case appears in the list of cases based on the default method of service list (the first list). NOTE: <ul style="list-style-type: none"> To remove a case for this account, click on the case, click on Remove selected cases; To change the frequency of how notices for this case are received, click on the case, click one of the following: Change selected cases to notice per filing or Change selected cases to notice as a summary report.

6. After desired settings are made, click **Return to Person Information Screen**

The following window will appear:

ECF Civil Criminal Query Reports Utilities

Maintain User Account

Last name Paulsen First name Jeffrey

Middle name S. Generation

Gender ATY Type Criminal

Title

Bar number 123 Type aty

Prisoner id Add Headers to PDF Documents

Office US Attorney Office

Unit 600 US Courthouse

Address 1 300 4th St S

Address 2

Address 3

City Mpls State MN Zip 55415

Country USA County Hennepin 27053

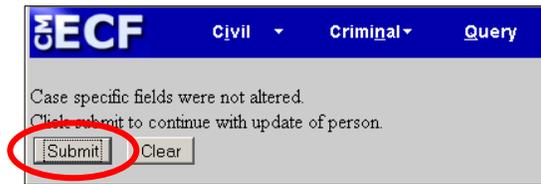
Phone Fax

Initials DOB End date

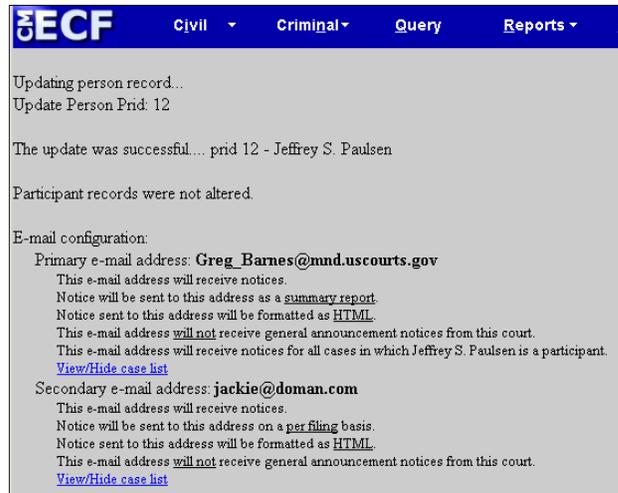
Find information... More user information...

Submit Clear

7. Click **Submit**, then **Submit again** (in the window pictured below)



A Notice of Record Update will appear confirming changes made.



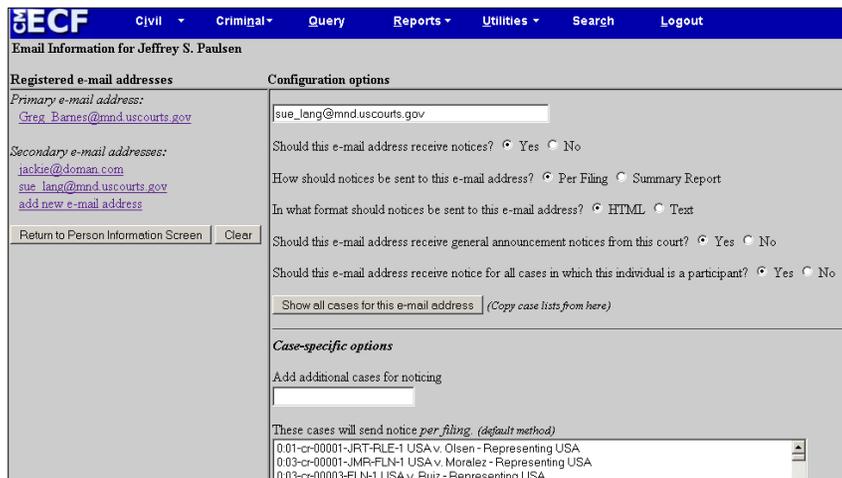
8. **Resume ECF Activities** or log out of the system (see below to add additional email addresses)

If Adding Additional E-mail Address(es):



1. Click **Add Additional E-mail Address**, enter e-mail address on right-side of window

The Configuration options window appears:



2. Select **desired settings** in the Configuration Options window (seen above)

NOTE: Once the Secondary E-mail Address is entered, the same Additional Options are available.

3. When finished making changes, click "**Return to Person Information Screen**"

4. Click **Submit**, then **Submit again**

5. Continue Filing or Log out of the system