

## Western District of Washington Bankruptcy Court ECF Account Maintenance – Updating Your Address/Contact Info in CM/ECF

- 1) Navigate to: <https://pacer.psc.uscourts.gov/pscof/login.xhtml>
- 2) Enter your current PACER username and password. **Note:** If you forgot your username or password, you may request a reset from the PACER Manage My Account page by selecting the link: **Forgot Your Password?** or **Forgot Username?**
- 3) After logging in, click on the **Maintenance** tab.

PACER  
Public Access To Court Electronic Records

### Manage My Account

Account Number: 46555555  
Username: paceracct123  
Account Balance: \$0.00  
Case Search Status: Active  
Account Type: Upgraded PACER Account

Settings Maintenance Payments Usage

- 4) Click **Update Address Information**.

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)  
[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)  
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

- 5) Enter updated information as applicable. You can change: Firm/Office, Address, Phone & Fax number, Items marked with an asterisk (\*) are required.

### 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

Unit/Department  ?

Address \*

Room/Suite

City \*

State \*  ?

County \*

Zip/Postal Code \*

Country \*

- 6) Scroll down and provide a **Reason for Update** in the box (this is a required field).

Reason for update



- 7) Select from the dropdown which cases you'd like to **Apply update to**. **Note:** If you do not see this option, skip to Step 8.

Apply update to

Select 

- Open Cases
- Closed Cases
- All Cases
- None

- 8) Check the box for the court(s) and/or PACER Billing where you'd like to apply your account update.

#### Apply Updates to Selected Courts

##### PACER Billing

- Law Office  
123 Any Street  
Seattle, WA 98101

##### U.S. Bankruptcy Courts

###### Washington Western Bankruptcy Court

- Law Office  
123 Any Street  
Seattle, WA, 98101

- 9) When finished, click **Submit** at the bottom of the screen. Your request has now been sent to the Court for review.