

# Western District of Washington Bankruptcy Court ECF Account Maintenance – Updating Your Primary Email/Noticing Frequency

- 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.



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



- 5) Check the box for the court(s) where you want your update applied.

**Update E-File Email Noticing and Frequency**

Use the fields below to update your primary email address and preferences for receiving case notifications.

Note: If you want any of your preferences (i.e., email, frequency, email format) to vary from court to court, you will need to do so individually by selecting the court, performing your updates, and then clicking Submit.

You will then need to re-enter this page and follow the same steps for the next court.

**Apply Updates to Selected Courts**

**U.S. Bankruptcy Courts**

**Washington Western Bankruptcy Court (test)**

Click to apply changes to this court

[Load your e-file email noticing and frequency preferences for this court below](#)

Email Frequency At The Time of Filing (One Email per Filing)  
Email Format HTML  
Additional email addresses for district and bankruptcy e-filers must be added through the CM/ECF Maintain Your Account utility.

- 6) Provide your **Primary Email** and re-enter it in **Confirm Email**. Select desired email frequency and format. **Note:** This procedure updates only your primary email and NOT any secondary emails. Additional emails must be updated through the CM/ECF Maintain Your Account utility. Please refer to the Guide to Update Secondary Email.

**\* Required Information**

Primary Email *	<input type="text"/>	
Confirm Email *	<input type="text"/>	
Email Frequency *	Select Email Frequency	
Email Format *	Select Email Format	

<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>
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- 7) When finished, click **Submit** at the bottom of the screen. Your request has now been sent to the Court for review.