Miscellaneous Information – Utilities

Introduction   The *Utilities* function provides the means for filing users to maintain their account in ECF and to view all of their ECF transactions and some PACER-related account information.

The screen shot below shows all the main categories available to filing users.

Miscellaneous Information – Utilities, Continued

Changing Your Password

Change your password by taking the following steps:

Step	Action
1	Click *Utilities* on the upper right side of the main blue menu bar.
2	Click on *Maintain Password.*
3	• Enter your new password in the password box by using your mouse to highlight the asterisks in the white box, typing the new password, and then typing the new password. • Click the *Submit* button.
4	Click *Logout* on the upper right side of the main blue menu bar. You may now log back in using your new password.

 Note: It is very important that you record your new password and keep it in a safe place. The clerk's office does not maintain a record of your password. If you forget your password, you must click on the *Forgotten Password* link on the CM/ECF section of our Internet site, and the CM/ECF system will issue you a new password, which you can then change by going into *Utilities* as described above.

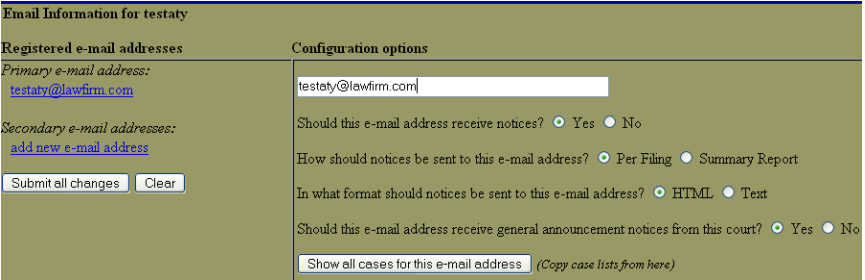|	
Changing Your E-mail Address	You can update e-mail information by clicking the *Maintain Your Email* on the *Utilities* screen.

Note: It is very important that you keep this e-mail information current, since ECF will e-mail the NEFs based upon the information entered in this screen.

To change your e-mail address, take the following steps:

Step	Action
1	Click *Utilities* on the blue menu bar.
2	Click *Maintain Your Email* link.
3	Click on your e-mail address on the left of the screen. **Email Information for testaty** **Registered e-mail addresses** **Configuration options** *Primary e-mail address:* testaty@lawfirm.com *Secondary e-mail addresses:* add new e-mail address [Submit all changes] [Clear] testaty@lawfirm.com Should this e-mail address receive notices? ⊙ Yes ○ No How should notices be sent to this e-mail address? ⊙ Per Filing ○ Summary Report 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)* *Note*: Configuration options and a white box with your e-mail address will appear on the right side of the screen.
4	Remove your old e-mail address and add your new e-mail address in the white box on the right of the screen containing your old e-mail address in any of the following manners: • Highlighting your old address and then typing in your new address, • Highlighting your old address, deleting the old address, and then typing in your new address, or • Deleting your old address and then typing in your new address.
5	Click the *Submit all changes* button on the left of the screen. *Note:* You may need to click additional *Submit* buttons to apply this change to all of your cases.

Note: See additional information under *Tips* under *General Information* on the CM/ECF section of the EDVA Internet site.

Miscellaneous Information – Utilities, Continued

View Your Transaction Log

When you click on the menu item, *View Your Transaction Log,* from the main *Utilities* screen, you can enter a date range to view all of your ECF transactions in the date range specified.

Below is a screen shot of the results from running the *Transaction Log* report:

PACER Options

The *Utilities* function also allows you to access and maintain the following PACER-related account information:

- Change Client Code,
- Change Your PACER Login,
- Review Billing History,
- Show PACER Account, and
- Remove Default PACER Account.

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Miscellaneous Information – Utilities, Continued

Miscellaneous Functions

The *Utilities* function provides the following three miscellaneous activities:

- Legal Research, which links you to the following external resources:
  - ➢ Law Dictionary,
  - ➢ Lexis via the Internet,
  - ➢ Medical Dictionary, and
  - ➢ Westlaw via the Internet.

  Note: You must have your own account to access the information within Lexis and Westlaw.

- Mailing Information for a Case which allows you to check the recipient list for a particular case.