

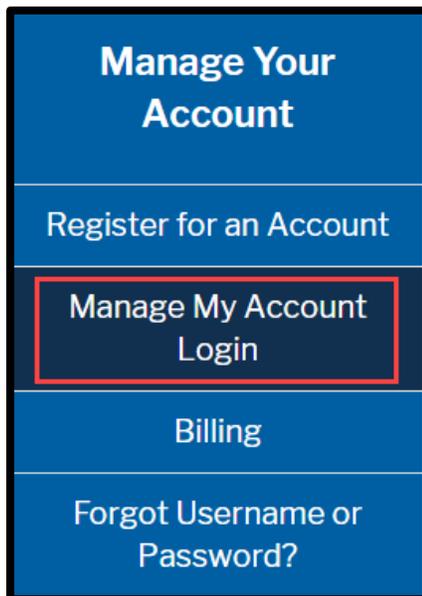


NextGen Central Sign-On Updating Your Address

Updates to your physical or mailing address must be submitted through PACER. Note that you must also comply with Local Bankruptcy Rule 2091-1(c) requiring notice of the change in each pending case within 14 days of the effective date of change.

STEP 1 Login to [PACER](#).

STEP 2 Select **Manage Your Account** > **Manage My Account Login**.



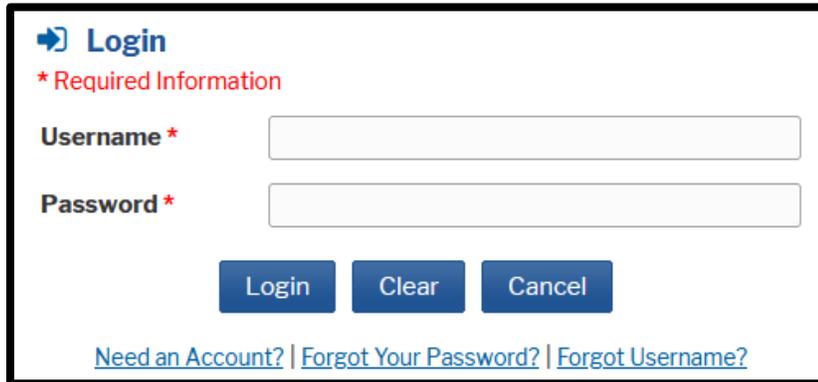
STEP 3 Click **Log in to Manage My Account**.





NextGen Central Sign-On Updating Your Address

STEP 4 Enter your PACER Username and Password.

A login form titled "Login" with a blue arrow icon. Below the title is the text "* Required Information". There are two input fields: "Username *" and "Password *". Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the form are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?".

Login

* Required Information

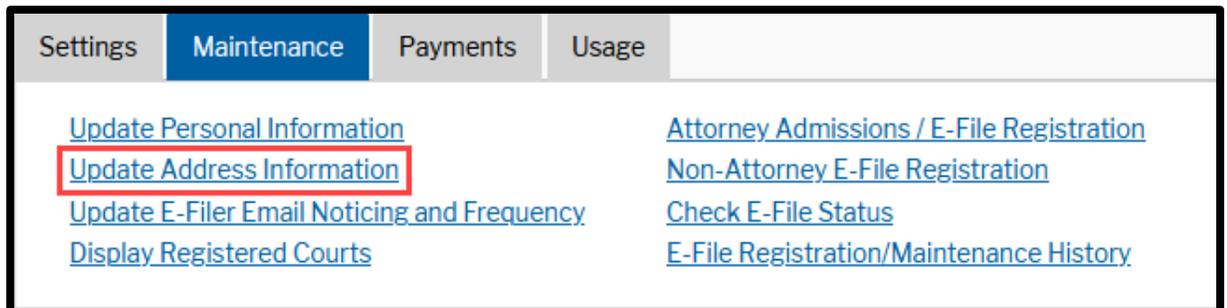
Username *

Password *

Login Clear Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

STEP 5 Under the **Maintenance** tab, select **Update Address Information**.

A screenshot of the "Maintenance" tab in a web application. The tab is highlighted in blue. Below the tab are several links. The link "Update Address Information" is highlighted with a red box. The other links are "Update Personal Information", "Update E-Filer Email Noticing and Frequency", "Display Registered Courts", "Attorney Admissions / E-File Registration", "Non-Attorney E-File Registration", "Check E-File Status", and "E-File Registration/Maintenance History".

Settings Maintenance Payments Usage

[Update Personal Information](#)

[Update Address Information](#)

[Update E-Filer Email Noticing and Frequency](#)

[Display Registered Courts](#)

[Attorney Admissions / E-File Registration](#)

[Non-Attorney E-File Registration](#)

[Check E-File Status](#)

[E-File Registration/Maintenance History](#)



NextGen Central Sign-On Updating Your Address

STEP 6 Update address, provide reason for update, and enter which types of cases to which the change applies. Be sure to apply the update to Hawaii Bankruptcy Court. Click **Submit**.

*** Required Information**

Firm/Office

Unit/Department ?

Address *

Room/Suite

City *

State * ?

County * ?

Zip/Postal Code *

Country *

Primary Phone * ?

Alternate Phone ?

Text Phone ?

Fax Number ?

Reason for update ?

Check here if this address update applies to the entire firm.

Apply update to ?

- Select
- Open Cases
- Closed Cases
- All Cases
- None

Apply Updates to Selected Cases

PACER Billing

123 Anykine Place
Honolulu, HI 96813
Phone: 808-522-8104

U.S. Bankruptcy Courts

Hawaii Bankruptcy Court
Law Firm
123 Test Street
No. 101
Honolulu,,
Phone: 808.222.2222
Fax: 808.222.2223



NextGen Central Sign-On Updating Your Address

STEP 7 Your update request has been sent to the court for review and processing.

Update Address Information

Your PACER address information has been successfully changed! Your address change has been sent to the selected courts for review and processing. Please note that this process may not be immediate, and there is a possibility that the court may not accept your change.

Close

STEP 8 You will receive an email when the request has been processed by the court.



do_not_reply@psc.uscourts.gov
To: [REDACTED]

Fri, Oct 22 at 12:01 PM

This email is notification that the change you requested to your NextGen CM/ECF account has been processed. The status is listed below.

Account Number: [REDACTED]
Court: HAWAII BANKRUPTCY COURT
Date/Time Submitted: 10/22/2021 16:54:52 CDT
Transaction ID: 10488
Request: Address
Transaction Status: Processed

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to helpdesk@hib.uscourts.gov

Need help? Contact the CM/ECF HelpDesk at (808) 523-7373.