



## NextGen Central Sign-On Updating Your Primary and Secondary Email Addresses

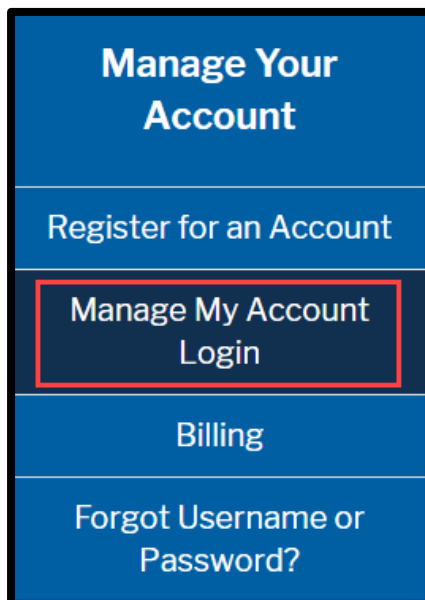
---

Once the court installs NextGen, your primary email address is stored in your PACER account. Secondary email addresses are stored in your CM/ECF account. Updates must be made in the appropriate accounts.

### Updating Your Primary Email Address

**STEP 1** Login to [PACER](#).

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



**STEP 3** Click **Login to Manage My Account**.





## NextGen Central Sign-On Updating Your Primary and Secondary Email Addresses

### STEP 4 Enter Username and Password.

#### ➔ Login

\* Required Information

Username \*

Password \*

[Login](#) [Clear](#) [Cancel](#)

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

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

Settings	<b>Maintenance</b>	Payments	Usage
<a href="#">Update Personal Information</a>	<a href="#">Update Address Information</a>	<a href="#">Update E-Filer Email Noticing and Frequency</a>	<a href="#">Display Registered Courts</a>
<a href="#">Attorney Admissions / E-File Registration</a>	<a href="#">Non-Attorney E-File Registration</a>	<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>



## NextGen Central Sign-On Updating Your Primary and Secondary Email Addresses

**STEP 6** Check the box for **Hawaii Bankruptcy Court**, update email information and click **Submit**.

### Update E-Filer 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

**Hawaii Bankruptcy Court**

Click to apply changes to this court

Load your e-filer email noticing and frequency preferences for this court below

Email

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.

**\* Required Information**

Primary Email \*  ?

Confirm Email \*  ?

Email Frequency \*  ▼

Email Format \*  ▼



## NextGen Central Sign-On Updating Your Primary and Secondary Email Addresses

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

**Update Delivery Method and Formatting Options**

Your email/noticing change(s) have been sent to the selected courts for review and processing. Please note that this process may take some time, 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.

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: 09/30/2021 22:01:55 CDT  
Transaction ID: 10385  
Request: Noticing  
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](mailto:helpdesk@hib.uscourts.gov).



# NextGen Central Sign-On

## Updating Your Primary and Secondary Email Addresses

### Updating Your Secondary Email Address

**STEP 1** Login to [CM/ECF](#).

**STEP 2** Select **Utilities > Maintain Your ECF Account**.

**Utilities**

[NextGen Release 1.1 Menu Items](#)

<b>Your Account</b>	<b>Miscellaneous</b>	<b>eFinCert</b>
<a href="#">Change Your Client Code</a>	<a href="#">Court Information</a>	<a href="#">eFinCert</a>
<a href="#">Internet Payment History</a>	<a href="#">Legal Research ...</a>	
<a href="#">Internet Payments Due</a>	<a href="#">Mailings...</a>	
<a href="#">Maintain Your ECF Account</a>		
<a href="#">Review Billing History</a>		
<a href="#">View PACER Account Information</a>		
<a href="#">View Your Transaction Log</a>		

**STEP 3** Click **Email Information**.

Last name	<input type="text"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type aty	
Office	<input type="text"/>	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1	<input type="text"/>	State	HI
Address 2	<input type="text"/>	County	<input type="text"/>
Address 3	<input type="text"/>	Fax	<input type="text"/>
City	<input type="text"/>	Text Phone	<input type="text"/>
Country	<input type="text"/>	Bar status	
Phone	<input type="text"/>	DOB	
Alternate Phone	<input type="text"/>		
Bar ID			
Initials			
Person end date			
<a href="#">Email information...</a>	<a href="#">More user information...</a>		
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>		



## NextGen Central Sign-On Updating Your Primary and Secondary Email Addresses

**Email information for Attorney Test**

Primary email address  [Update my primary email address](#)

Secondary email address  Reenter secondary email address

Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs).

Send the notices specified below

to my primary email address  
 to the secondary addresses

Send notices in cases in which I am involved  
 Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases  
 Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases  
*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*

Send a notice for each filing  
 Send a Daily Summary Report

Format notices  HTML  
 Text

**STEP 6** Click **Submit**.