

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF RHODE ISLAND



UPDATING ATTORNEY CONTACT INFORMATION
IN CM/ECF

*CLERK'S OFFICE
U.S. DISTRICT COURT
FOR THE DISTRICT OF RHODE ISLAND
(401) 752-7200*

UPDATING ATTORNEY CONTACT INFORMATION

Updating Your CM/ECF Account

Your contact information (mailing address, phone number, fax number, and email address) must be kept up to date at all times.

- If you already have a CM/ECF login and password, Go to the ECF filing interface at <http://ecf.rid.uscourts.gov> log into your CM/ECF account using your District of Rhode Island CM/ECF username and password and follow the instructions below.
- If you do not have a CM/ECF login and password, you must register for one by going to our website <http://www.rid.uscourts.gov>, under the CM/ECF Quick Links option, "Register for an ECF Filing Account."

How Do I Update My Contact Information?

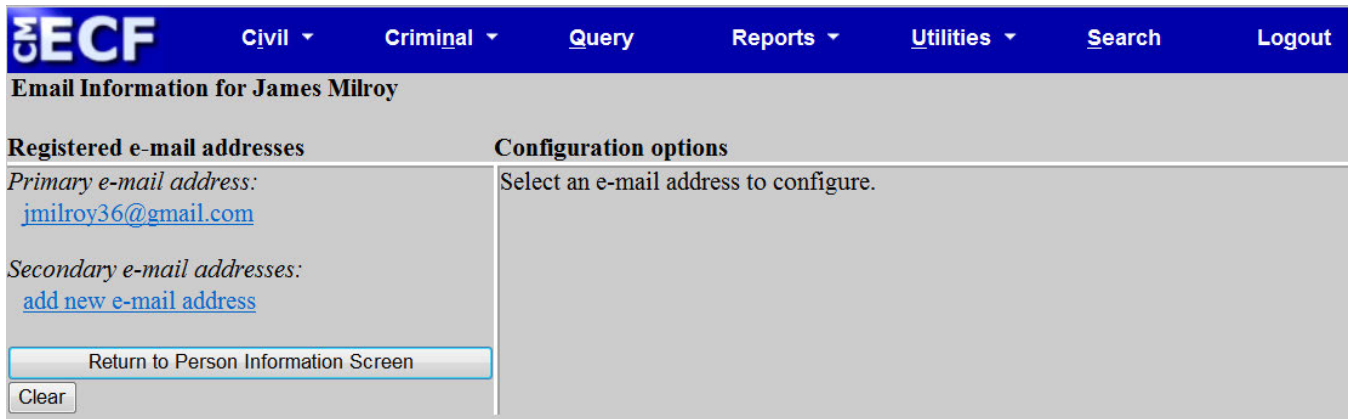
To update your mailing address, phone numbers, and fax number, follow the instructions below:

1. Click **Utilities** on the blue menu bar.
2. Under Your Account, click the link **Maintain Your Account**.
3. A new screen will be displayed showing your name, address, phone number, and other information.
4. Confirm the information in the address and make any changes as appropriate.
5. Do not enter any information in the Gender, Title, ATY Type, Country, and County fields.
6. When you have finished updating your contact information, click **Submit** to save your changes.
7. The system then prompts you to select the cases to be updated. Click **Update All**, then **Submit**, so that all cases to which you are linked will be updated.
8. A confirmation screen similar to the one below will be displayed.



How Do I Update My Email Information?

1. Click **Utilities** on the blue menu bar.
2. Under Your Account, click the link **Maintain Your Account**.
3. A new screen will be displayed showing your name, address, phone number, and other information.
4. At the bottom of the screen, click the **Email Information** button. The Email Information screen shown below will display.



5. When you click an email address, the configuration options will display on the right hand side of the split screen as shown below.

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for James Milroy

Registered e-mail addresses:
 Primary e-mail address:
[jmilroy36@gmail.com](#)
 Secondary e-mail addresses:
[add new e-mail address](#)

[Return to Person Information Screen](#)
 Clear

Configuration options
 jmilroy36@gmail.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

Case-specific options
 Add additional cases for noticing

These cases will send notice *per filing*. (default method)
 1:12-cr-00015-ML-LDA-1 USA v. Umanzor-Diaz (Closed on 05/29/2012) - Representing Pedro Abel Umanzor-Diaz
 1:12-cr-00075-S-LDA-1 USA v. Espinal-Chavez (Closed on 07/09/2012) - Representing Rufino Manuel Espinal-Ch
 1:12-cr-00150-S-LDA-1 USA v. Cruz - Representing Tony T. Cruz
 1:12-cv-00008-M-PAS McWilliams v. Home Depot - Representing Steven McWilliams, Annemarie Rogers, Lisa Ka
 1:12-cv-00024-S-LDA Acme Pest Control v. The Big Blue Bug - Representing Acme Pest Control
 1:12-cv-00045-M-LDA Chase v. A.T. Wall - Representing A.T. Wall
 1:12-cv-00126-M-LDA D'Abate v. Verizon New England, Inc. et al - Representing Gina M. D'Abate
 1:12-cv-00165-M-LDA Harrington v. New Century Mortgage Corp. et al - Representing Michael P. Harrington

How Do I Change an Email Address?

Your email address(es) will display on the left side of the screen. To change an existing email address or the configuration options for an email address:

1. Click the address you want to change.
2. Your configuration options will display on the right side of the screen.
3. Make the desired changes.
4. Click the button, **Return to Person Information Screen**.
5. Click **Submit**, then **Submit** again. A confirmation screen, shown below, will display.

ECF Civil Criminal Query Reports Utilities Search Logout

Updating person record...
 Update Person Prid: 173986
 The update was successful.... prid 173986 - James Milroy
 Participant records were not altered.
 No e-mail edit requested.
 No user update requested