

## [Change Attorney Address in CM/ECF \(Effective 2/16/2021\)](#)

**Revised:** Tuesday, February 16, 2021

### **Change Attorney Address in CM/ECF**

To change an address on a CM/ECF account an attorney must:

- First, comply with [Bankruptcy Local Rule 2002-2](#),
- Have an **Upgraded** PACER account that is **linked** to the attorney's CM/ECF account at the U.S. Bankruptcy Court for the Northern District of California,[\[1\]](#) **and**
- Then enter the address changes into the attorney's upgraded PACER account.

#### **Compliance With Bankruptcy Local Rule 2002-2**

An address change on a CM/ECF account will **not** be made absent a certification of compliance with BLR 2002-2.

Compliance with Bankruptcy Local Rule 2002-2 includes and requires filing and serving a [Notice of Change of Address](#) in all **open** bankruptcy cases and adversary proceedings in which the attorney appears. A [Notice of Change of Address](#) should not be filed in a closed case or adversary proceeding, or in a case or proceeding in which the requesting attorney's status is shown in CM/ECF as terminated.

Filing a certificate of service for a [Notice of Change of Address](#) is not required. Instead, when using the ECF events "Notice of Change of Address" or "Notice of Change of Address (Multi)" to file a completed [Notice of Change of Address](#) form, an attorney must check this box to certify compliance with BLR 2002-2, including all applicable filing and service requirements.

Information on how to print or save a list of open cases in which an attorney appears, and how to file a [Notice of Change of Address](#) in one or in multiple cases and adversary proceedings is provided below.

After compliance with BLR 2002-2, follow the below instructions to *Change an Attorney Address on an Upgraded PACER Account*.

#### **Filing a Notice of Change of Address**

- Complete and save as a PDF a [Notice of Change of Address](#) form.
- In CM/ECF, click the Bankruptcy or Adversary events menu (as applicable).
- Click the "Notices" link.
- Enter the case or proceeding number. Click Next.
- From "Available Events" select the event "Notice of Change of Address." Click Next.
- For the attorney changing an address, select the party the attorney represents. Click Next.
- Click Next, again.

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- Select “Choose File” (or if “Browse” appears select “Browse”) to upload the previously completed and saved *Notice of Change of Address* document. Click Next.
- Check the box to certify compliance with Bankruptcy Local Rule 2002-2. Click Next.
- Click Next to confirm use of this event will not change a payment address.
- Modify docket text as appropriate. Click Next.
- If no further modifications, click Next. Notice of Electronic Filing displays.

### Filing a Notice of Change of Address in Multiple Bankruptcy Cases and Adversary Proceedings

- Complete and save as a PDF a [Notice of Change of Address \(Multi\)](#) form **with an attached list** showing the name and number of each bankruptcy case and adversary proceeding in which the saved Notice of Change of Address form is to be filed and served.
- In CM/ECF, click the Bankruptcy menu.
- On the “Bankruptcy Events” screen click “Multi-Case Docketing.”
- Enter the bankruptcy case or adversary proceeding number for each case and proceeding in which a *Notice of Change of Address* is to be filed. When finished, click Next.
- From “Available Events” select the event “Notice of Change of Address (Multi).” Click Next.
- Select “Browse” (or if “Choose File” appears select “Choose File”) to upload the previously completed and saved *Notice of Change of Address (Multi)* document. Click Next.
- Check the box to certify compliance with Bankruptcy Local Rule 2002-2. Click Next.
- Modify docket text as appropriate. Click Next.
- If no further modifications, Click Next. Notice of Electronic Filing displays.

### Change an Attorney Address on an Upgraded PACER Account

Log into PACER at <https://pacer.uscourts.gov/my-account-billing/manage-my-account-login>.

- Click “Log in to Manage My Account.”
- Enter your PACER username and password and click “Login.”
- On the next screen, from the “Maintenance” tab click “Update Address Information.”
- On the screen “**Update Address Information**” enter the address changes.
- Scroll down to the middle of the screen. From the “**Apply update to**” drop-down menu, select if the address change will apply to:
  - › **All Cases** (all bankruptcy cases and adversary proceedings - open and closed).
  - › **Open Cases** (open bankruptcy cases and adversary proceedings).

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- › **Closed Cases** (closed bankruptcy cases and adversary proceedings).
- › **None** (address change will apply to bankruptcy cases and adversary proceedings filed **after** Court approval of the address change request, and will not apply to existing open and closed cases and adversary proceedings).
- › **Specific Bankruptcy Cases and Adversary Proceedings** - If the address change is to apply to specific bankruptcy cases and adversary proceedings, select **None** and contact the CANB Helpdesk ([Helpdesk@canb.uscourts.gov](mailto:Helpdesk@canb.uscourts.gov)).

- Scroll down to the bottom of the screen. From the “**Apply Updates to Selected Courts**” section:

- › Check the box to apply the updated information to the **California Northern Bankruptcy Court**.

- › When finished entering information, click “Submit.”

A message displays noting the requested address change(s) was sent to the Court.

Additional information regarding address changes and what to do when an attorney leaves a law firm is available in the [CM/ECF and PACER FAQ](#) section.

### Print or Save a List of Open Cases

- Log in to CM/ECF for the Northern District of California Bankruptcy Court. Click “Query.”
- Enter the attorney’s first and last name (middle name or initial, if necessary). From the “Type” menu select “Attorney.”
- Check the “Open cases” box. Click “Run Query.”
- Print or save the resulting list using your browser commands.

**[1] Older PACER Accounts:** An attorney’s PACER account created before August 11, 2014, or an account with six (6) or fewer characters (known as a Legacy account) must be upgraded before an attorney can electronically file in the Northern District of California Bankruptcy Court. To upgrade a PACER account follow the instructions located at this link: [Upgrading Your PACER Account](#).

To link an attorney’s CM/ECF account at the Northern District of California Bankruptcy Court to the attorney’s upgraded PACER account, follow the instructions at located at this link: [Linking a CM/ECF Account to an Upgraded PACER Account](#).

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