

Managing Your ECF Account

Introduction	1
Email Accounts	1
Email Bouncebacks	3
Maintain Your Login/Password	3
Maintain Your Address	3

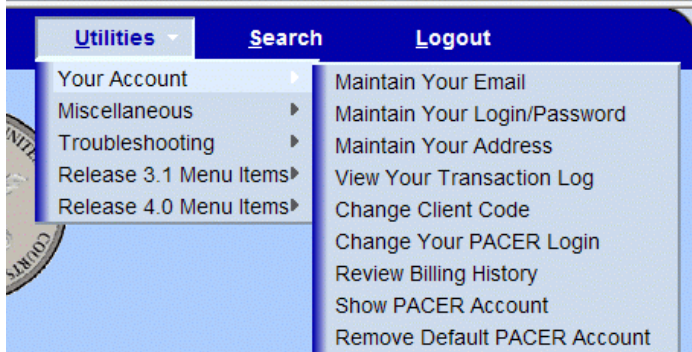
Introduction

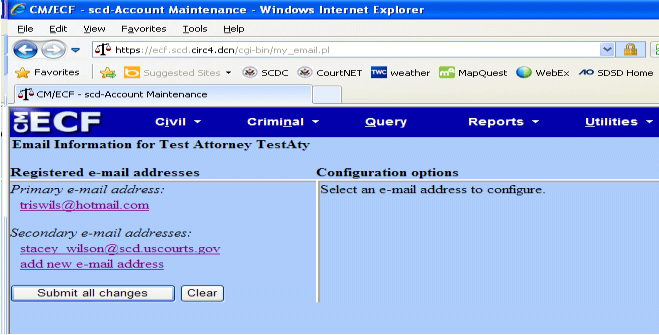
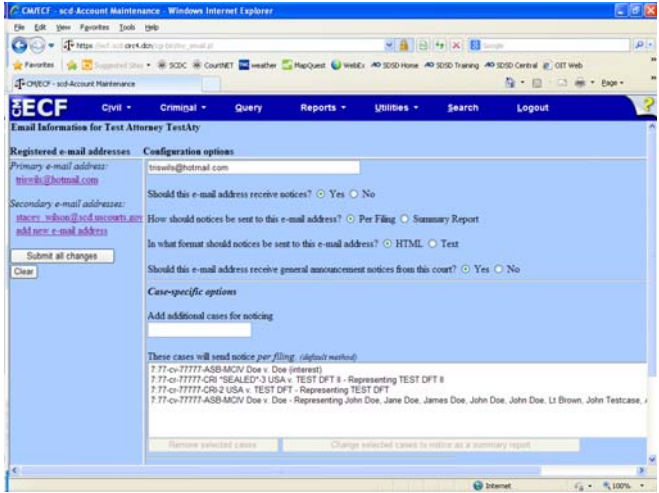
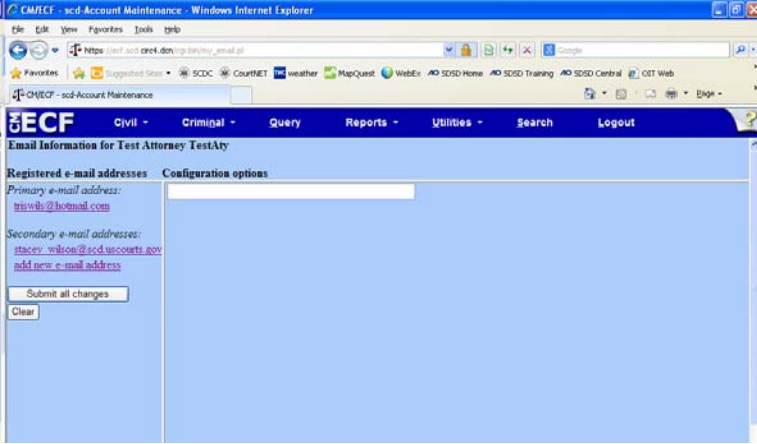
All filings in the District of South Carolina are filed electronically. Filing users receive email notifications related to filings, as well as notices and announcements from the court. It is important that filing user information is accurate and current.

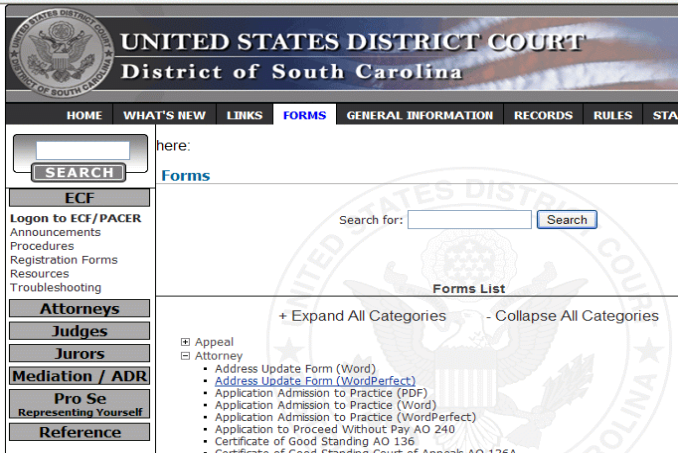
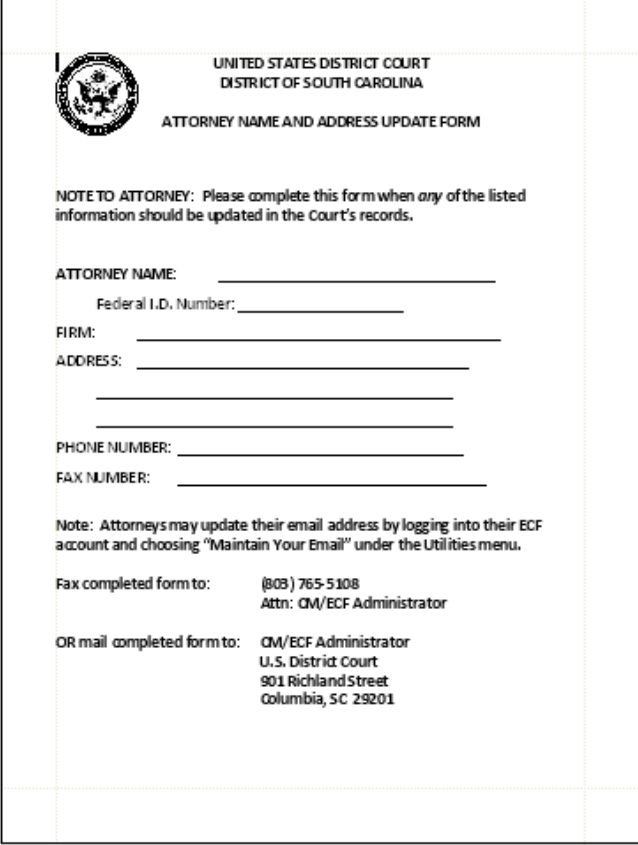
Email Accounts

NEFs will be sent to the filing user’s primary email account. Filing users can also add secondary email addresses to their account and these accounts will also receive NEFs.

If a filing user changes his/her email address, it is the filing user’s responsibility to change it in their ECF account. Here’s how.

STEP	RESULT
<p>Once logged into ECF, choose Utilities > Your Account > Maintain Your Email.</p>	

STEP	RESULT
<p>Select an email address to configure.</p>	
<p>Enter/Verify the email address.</p> <p>Respond to the questions.</p> <p>NOTE: If you check “no” to the question about this e-mail address receiving notices, you will no longer receive NEFs.</p> <p>Filing users receive notices in all of their cases. A filing user can identify and list here other cases in which they are interested.</p>	
<p>Enter/Verify Secondary e-mail addresses as appropriate.</p> <p>Click add new e-mail addresses to add and configure additional addresses.</p> <p>NOTE: Once the email address is entered, the remainder of the screen with questions will appear.</p>	

STEP	RESULT
<p>On our website, select Forms > Attorney > Address Update Form.</p>	 <p>The screenshot shows the website header with the court's name and a navigation menu. The 'FORMS' menu item is highlighted. Below the menu is a search bar with the text 'here: Forms' and a search button. A sidebar on the left contains various categories like 'ECF', 'Attorneys', 'Judges', etc. The main content area shows a 'Forms List' with a search box and a list of forms, including 'Address Update Form (Word)' and 'Address Update Form (WordPerfect)'.</p>
<p>Complete the form and follow instructions for submission.</p>	 <p>The screenshot shows the 'Attorney Name and Address Update Form' document. It includes the court's logo and name at the top. Below the title is a note: 'NOTE TO ATTORNEY: Please complete this form when any of the listed information should be updated in the Court's records.' The form contains several fields for 'ATTORNEY NAME', 'Federal I.D. Number', 'FIRM', 'ADDRESS', 'PHONE NUMBER', and 'FAX NUMBER'. At the bottom, there are instructions for faxing or mailing the form to the CM/ECF Administrator at the U.S. District Court in Columbia, SC.</p>