

Entry & Withdrawal of Appearance in NextGen CM/ECF and Adding Secondary E-mails to an ECF Account

If an attorney is leaving a law firm and is the attorney of record on an existing case in the Middle District, it is extremely important that a Withdrawal of Appearance and Entry of Appearance is filed prior to the attorney's termination in the law firm. There are several reasons for this:

1. The attorney leaving the firm has an e-mail address with the law firm he or she is leaving on record with the court. This e-mail address will probably be disabled by the law firm as soon as the attorney terminates their employment. The electronic notices in ECF will continue to go the terminated attorney's e-mail address at this firm. If the e-mail address is disabled at the law firm, no one will receive the electronic notice. If a withdrawal/entry of appearance has not been filed prior to the attorney leaving the firm, law firms should NOT disable the e-mail account of the attorney leaving the firm until another attorney in the firm enters his/her appearance. The law firm should designate someone in the firm to check this e-mail account for ECF notices until an entry of appearance has been filed with the court.
2. If the attorney leaving the firm is taking active cases with him/her to their new location, this attorney needs to change their e-mail address with the court as soon as possible. If he or she does not, they will not receive electronic notices from ECF because the old law firm's e-mail address will still be on record with the court. To change an e-mail address and/or your physical address, the attorney must do so through PACER. This can be accomplished by going to www.pacer.uscourts.gov and clicking on the "Maintenance" tab where you can update your personal information, address and e-mail. This information will be pushed out to the court for their records and the docket will be updated to reflect the changes.

TO AVOID THESE PROBLEMS, attorneys should add an e-mail address of a support person in the law firm when registering for ECF, so ECF notices continue to go to a generic e-mail address within the law firm in the event an attorney should leave the firm.

3. To add or change secondary e-mails to an ECF account one of two ways, login to the courts website, <https://ecf.pamd.uscourts.gov> or go to your PACER account and navigate to Pennsylvania Middle District Court and then click on Utilities on the menu bar and then click on "Maintain My Email", add the new or updated e-mail address under the Secondary e-mail address area and submit all changes.