

**Updates to an attorney's bar record are received by the Court via the attorney's PACER account. Please note that any changes submitted may take up to 24 hours to process.**

Navigate to [PACER.gov](http://PACER.gov) and click Manage My Account at the very top of the web page.

Log into your PACER account and click the Maintenance tab

Select Update Personal Information to make changes to your name.

- > Make the appropriate changes then click Submit

Select Update Address Information to change your physical address or phone numbers.

- > enter your new information
- > check the box if the change applies to an entire Law Firm
- > Apply the update to All Cases
- > check the box under New York Northern District - NextGen
- > click Submit

Select Update E-Filer Noticing and Frequency to change your primary E-mail address.\*

- > check the box under New York Northern District - NextGen
- > enter your new Primary Email address
- > confirm your new Primary Email address
- > select your desired Email Frequency
- > Click Submit.

Select Check E-File Status for Voluntary Removal from the NYND Bar.

- > click on the Check button in the Status column
- > click Request Deactivation

\* Secondary email addresses can be updated while logged in to NextGen under Utilities - Maintain User Account - Email Information.