Managing Your ECF Account

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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			
Once logged into ECF, choose Utilities > Your Account > Maintain Your Email.	Utilities Search Logout Your Account Maintain Your Email Miscellaneous Maintain Your Login/Password Troubleshooting Maintain Your Address Release 3.1 Menu Items View Your Transaction Log Release 4.0 Menu Items Change Client Code Change Your PACER Login Review Billing History			
	Remove Default PACER Account			

STEP	RESULT
Select an email address to configure.	CM/ICF - scd-Account Maintenance - Windows Internet Explorer Bie Edit View Favorites Tools Help Control - Sch Christer - Sch Christer - Sch Count -
Enter/Verify the email address. Respond to the questions. <u>NOTE</u> : If you check "no" to the question about this e-mail address receiving notices, you will no longer receive NEFs. Filing users receive notices in all of their cases. A filing user can identify and list here other cases in which they are interested.	Configle de
Enter/Verify Secondary e- mail addresses as appropriate. Click add new e-mail addresses to add and configure additional addresses. <u>NOTE</u> : Once the email address is entered, the remainder of the screen with questions will appear.	CMTGT - scd. Account Maintennee - Windows Internet Explorer OF Dev Favorias Code to poly OF OF OF OF OF OF OF OF OF OF OF OF Reports - Values Values - State OF OF OF Values - State Logout OF OF OF Values - State Logout Secondary e- mail addresse: Costifyeration OF No Secondary e- mail addre

Email Bouncebacks

If ECF is unable to deliver to the email address(es) indicated, the court receives a "bounceback." Staff will attempt to contact the filing user to resolve the situation as follows:

- If the bounceback is for the primary email account, the case manager is notified and conducts followup with the filing user.
- If the bounceback is for the secondary email account, the secondary email address will be removed. Notification of the bounceback and removal is sent to the primary email address.

Maintain Your Login/Password

Your district court login is your 5-digit federal court id number plus your first name initial and last name initial. For example, if John Doe's federal court id number is 4295, then his ECF login will be 04295jd (use a leading '0' if your id is less than 5 digits.

It is the filing user's responsibility to maintain their password. The password is easily changed by going to Utilities > Maintain Your Login/Password and changing the password.

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Password rules require:

- 8 or more characters,
- At least one upper case **and** one lower case character, and
- At least one number or special character.

Once you have entered the desired password, click Submit.

Maintain Your Address

Although ECF has a corresponding menu option for maintaining addresses, it is not available at this time. The current procedure is to submit address changes using the court's <u>Address Update Form</u> (in the Attorney Category of Forms).

STEP	RESULT
On our website, select Forms > Attorney > Address	UNITED STATES DISTRICT COURT District of South Carolina
Opdate Form.	HOME WHAT'S NEW LINKS FORMS GENERAL DIFORMATION RECORDS RULES STA HOME WHAT'S NEW LINKS FORMS GENERAL DIFORMATION RECORDS RULES STA HOME HETE: Forms
Complete the form and follow instructions for submission.	UNITED STATES DISTRICT COURT DSTRICT OF SOUTH CAROLINA ATTORNEY NAME AND ADDRESS UPDATE FORM NOTE TO ATTORNEY: Please complete this form when any of the listed information should be updated in the Court's records. ATTORNEY NAME: Federal I.D. Number: FIRM: ADDRESS: HIM: PHONE NUMBER: FAX NUMBER: KAX SUMABAY NU