



UNITED STATES DISTRICT COURT
Southern District of Mississippi
Office of the Clerk

ATTORNEY PROCEDURES
Updating Secondary E-mail(s)

TO: All Attorneys

FROM: Arthur Johnston, Clerk

DATE: April 21, 2023

SUBJECT: Maintaining and Updating Secondary E-mail(s)

In order to login to our NextGen CM/ECF, **you must have an upgraded individual PACER account and be admitted to our court.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the appropriate instructions on our web site to register (<https://www.mssd.uscourts.gov/nextgen-information>)

To modify secondary e-mail addresses associated with your Southern District of Mississippi account:

1. Navigate to our website: (<https://www.mssd.uscourts.gov>)
2. Select **E-Filing (CM/ECF) >>**

A screenshot of the website for the United States District Court, Southern District of Mississippi. The header features the court's seal and the text "UNITED STATES DISTRICT COURT Southern District of Mississippi Honorable Daniel P. Jordan III, Chief Judge". Below the header are navigation tabs for "Court Information", "Our Judges", and "Jury Information". A sidebar menu on the left contains links for "Case Locator (PACER) »", "E-Filing (CM/ECF) »", "E-Juror »", and "RSS Feed »". The "E-Filing (CM/ECF) »" link is highlighted with a red rectangular box. To the right of the sidebar is a "Welcome" message: "Welcome to the official website of the Southern District of Mississippi. Hattiesburg, Gulfport, and Ocean Springs." Below the welcome message is a link for "Hours and directions w".

3. **Login** with your PACER username and password

➔ **Mississippi Southern District Court**

*** Required Information**

Username *

Password *

Client Code

Login **Clear**

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

4. Agree to the Redaction Agreement prompt, and click **Continue**

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Continue **Cancel**

5. Click on **Utilities >> Your Account >> Maintain Your Account**

CM ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Help](#) [Log Out](#)

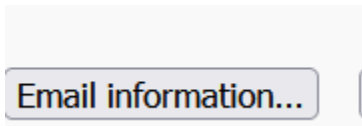
Utilities

Your Account
[Maintain Your Account](#)
[View Your Transaction Log](#)

Attorneys
[Admission Payment](#)

Your Account
[Maintain Your Account](#)
[View Your Transaction Log](#)
[Change PACER Exemption Status](#)
[Link a CM/ECF account to my PACER account](#)
[Change Client Code](#)
[Review Billing History](#)

6. Click on the **Email information...** button



7. If the secondary e-mail exists that you wish to change, click on it to modify/remove it. To remove, click on the e-mail and on the configuration options frame that appears on the right side of the screen, delete the e-mail and press the TAB key on your keyboard to proceed with deletion. To add a new secondary e-mail, click on the entry "add new e-mail address" and add all necessary information.

Secondary e-mail addresses:

courtmail@mssd.uscourts.gov

[add new e-mail address](#)

Configuration options

Should this e-mail address receive notices? Yes No

Should this e-mail address receive notice for all cases in which this individual is a participant? Yes No

Verify free look use when viewing NEF documents? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)



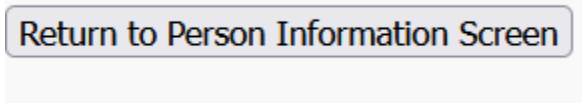
These cases will send notice *as a summary report*. (alternate method)



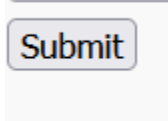
(Copy case lists from here)

NOTE: By default, all case activity noticed to the primary e-mail address will be noticed to secondary e-mail addresses. If the default selections look good, no changes are necessary to this screen. You do not have to add the cases to be noticed on this screen.

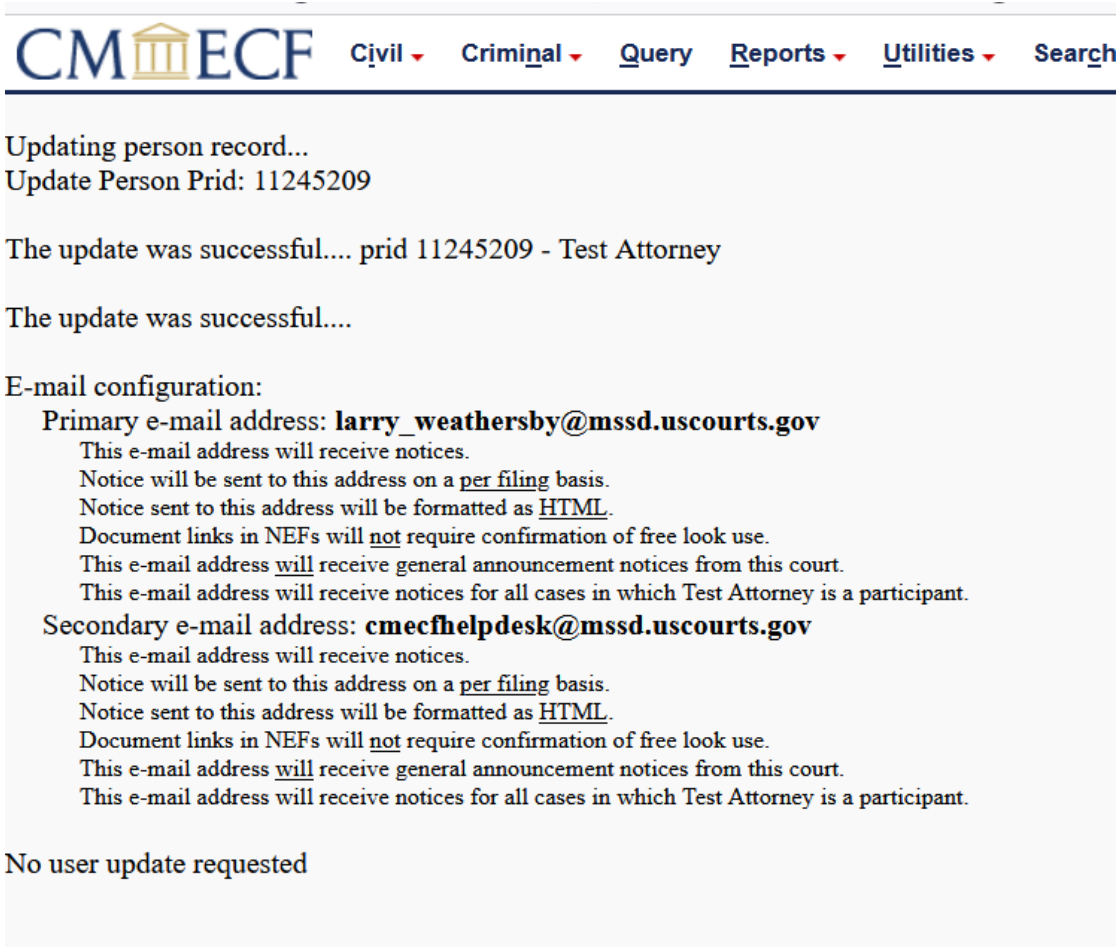
- Once any/all secondary e-mail addresses are in place and correctly configured, click on the button **Return to Person Information Screen**



- On the name and address information screen, click on the **Submit** button



- If the secondary e-mail additions/changes are successful, you will see a screen similar to the one below, but with your e-mail addresses displayed :

A screenshot of the CM ECF system interface. At the top, there is a navigation bar with the CM ECF logo and several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", and "Search". Below the navigation bar, the main content area displays the following text: "Updating person record...", "Update Person Prid: 11245209", "The update was successful.... prid 11245209 - Test Attorney", "The update was successful....", "E-mail configuration:", "Primary e-mail address: **larry_weathersby@mssd.uscourts.gov**", "This e-mail address will receive notices.", "Notice will be sent to this address on a per filing basis.", "Notice sent to this address will be formatted as HTML.", "Document links in NEFs will not require confirmation of free look use.", "This e-mail address will receive general announcement notices from this court.", "This e-mail address will receive notices for all cases in which Test Attorney is a participant.", "Secondary e-mail address: **cmecfhelpdesk@mssd.uscourts.gov**", "This e-mail address will receive notices.", "Notice will be sent to this address on a per filing basis.", "Notice sent to this address will be formatted as HTML.", "Document links in NEFs will not require confirmation of free look use.", "This e-mail address will receive general announcement notices from this court.", "This e-mail address will receive notices for all cases in which Test Attorney is a participant.", "No user update requested".

NOTE: The message “No user update requested” does not apply to this action and can be ignored.