

**PLEASE NOTE:**

*\* Electronic filing is mandatory for all attorneys admitted to practice in the Southern District of Florida.*

*\* The Clerk's Office is not responsible for updating email addresses, telephone or fax numbers for CM/ECF Users.*

*\* If you are a member of the Southern District of Florida Bar and you have not registered for CM/ECF, your email address will not be added to the CM/ECF System.*

*\* Users shall maintain current contact information (Administrative Order 2005-38 ).*

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**Q: How do I change my address with the Court?**

**A:** The first step to changing your mailing address is to file a Notice of Change of Address in all pending cases you have with the Court. Additionally, within CM/ECF, you may have the ability to change your address. From the 'Utilities' menu, select the 'Maintain Your Account' link. If the fields are available for you to edit, then you can update your mailing address. Once you update your mailing address, the system will then prompt you to select the cases (both closed and pending) that you would like to be associated with. Please note that even if you edit your mailing address directly within CM/ECF, you are still required to file a Notice of Change of Address in all of your pending cases. If your mailing address is ghosted or if you are not a registered CM/ECF User, then the Clerk's Office will associate you with only those specific cases that you have filed a Notice of Change of Address. This is relevant for those attorneys that are leaving a firm as some cases may be staying with the firm whereas other cases may be moving with the attorney.

If you have no pending cases with the Court, it is not necessary to file a Notice of Change of Address. First determine if you have the ability to change your address within CM/ECF. From the 'Utilities' menu, select the 'Maintain Your Account' link. If the fields are available for you to edit, then you can update your mailing address. Once you update your mailing address, the system will then prompt you to select the cases that you would like to be associated with. If the mailing address is ghosted or if you are not a registered CM/ECF User, then you cannot change your address within CM/ECF. You will need to send a letter to the Clerk's Office stating your name, bar number, and new mailing address. It is important to state in your letter that you have no pending cases with the Court. If you would like to be associated with any specific closed cases, please indicate those exact case numbers in your letter as well.

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**Q: How do I change my phone number and/or fax number in CM/ECF?**

**A:** From the 'Utilities' feature, select the 'Maintain Your Account' link. Once you've made the necessary changes to your phone number and/or fax number, select the 'Submit' button.

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**Q: How do I update my email information within the CM/ECF system?**

**A:** You can easily update your email address in CM/ECF by selecting the 'Utilities' feature from the blue menu bar and then select the 'Maintain Your Account' link. Once you select the 'Email Information' button, you can edit your email address. When you are done, click on the 'Return to Person Information Screen' then click 'Submit' and then 'Submit' a second time.

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**Q: Whose responsibility is it to keep an attorney's contact information current?**

**A:** It is the attorney's responsibility to keep their information current. Keeping email information current, including email information for additional recipients on their account, needs to be kept up-to-date in order for the CM/ECF system, which relies on email notifications, to function effectively. When email notices start "bouncing back," the CM/ECF support staff are required to determine the reason the email was not delivered and resolve the situation. The CM/ECF Administrative Procedures indicate that if the attorney's email address, mailing address, telephone or fax number changes, he/she will have five business days to update their information.

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**Q: What should be done when an attorney leaves the firm?**

**A:** When an attorney leaves the firm, both the attorney and the firm need to consider the implications to the CM/ECF noticing system. For those cases that will remain with the attorney, the attorney needs to electronically file a Notice of Change of Address in all pending cases they have with the Court.

For those cases that will remain with the firm, the firm needs to electronically file a Notice of Substitution of Counsel or a Notice of Change of Counsel to ensure that the Court docket accurately reflects the proper attorney of record and that the new attorney of record is properly set up to receive email notifications.

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**Q: How do I remove an attorney on a given case?**

**A:** A document explaining who is being removed or substituted and why must be created and converted into a PDF format. Since all changes in representation must be approved by the Court,

a Motion to Withdraw as Attorney or Motion to Substitute Attorney needs to be submitted. Once you log in to CM/ECF, you can select the appropriate event under 'Motions and Related Filings.' When the Clerk's Office sees that this motion has been approved by the Court, they will remove the attorney from the case. Until this is completed, the Court will still consider the attorney as a participant in the case and the system will continue to send him/her the notifications.

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**Q: How do I change my name within the CM/ECF system?**

**A:** To make any changes to your name, you must first submit a name change request to The Florida Bar. When you receive an Order from the Supreme Court of Florida documenting your name change, submit a copy to the Attorney Admissions Office. With this order, the Attorney Admissions Office will update your name on the roll of attorneys. Requests for name changes must be made in writing and forwarded to Attorney Admissions. In the absence of such an order, a name change request will not be processed and a User must continue to file under the name listed on the roll of attorneys of the Bar of the Southern District of Florida. Further, if the name change order is not submitted, Attorney Admissions may be unable to verify that a User is listed on the roll of attorneys.

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