

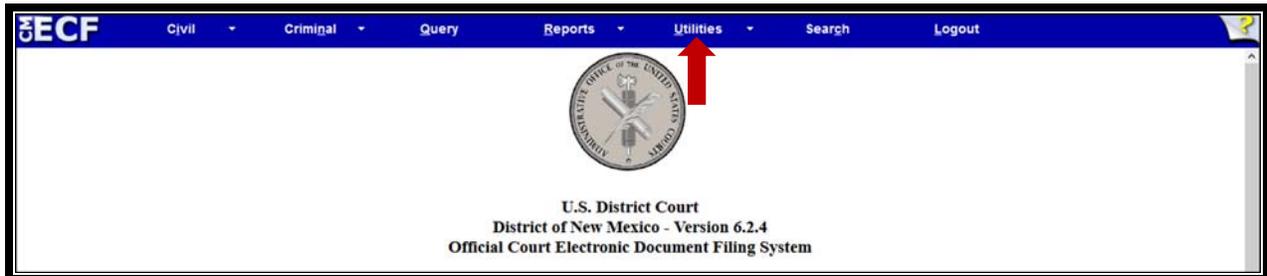
# How to Update Your Email Address and Reset CM/ECF Password

United States District Court, District of New Mexico



It is important to update your email address. The following steps should be taken in order to do so:

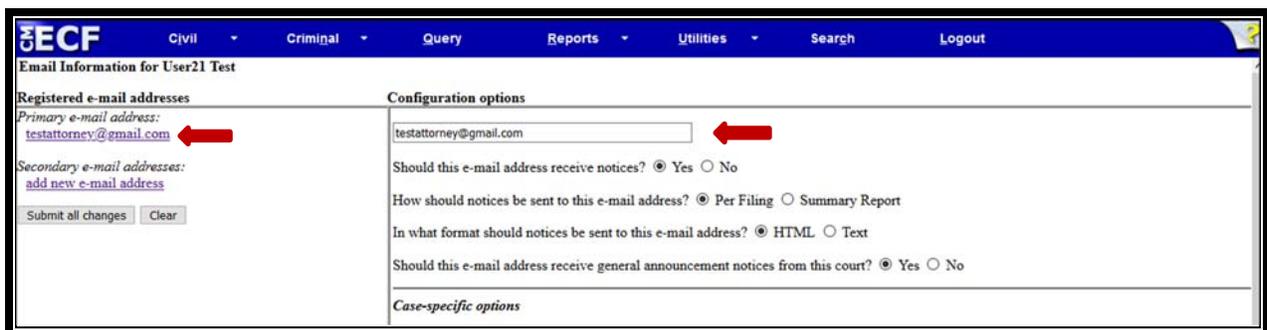
## Step 1: Login to your account and **Click on Utilities**.



## Step 2: Click on **Maintain Your E-mail**.



**Step 3:** On your left-hand side, verify your email address is correct. If your address is incorrect, click on the email address, a box will appear under **Configuration options** where you can now correct your address, Click **Submit all changes**.



Your email address is now up to date.

If you do not know your CM/ECF password we highly recommend that you use the reset password function prior to **April 17, 2020**. As a reminder, CM/ECF will be **unavailable** starting at **3:00 p.m. on Friday, April 17, 2020**. **The CM/ECF reset password function will no longer be available.**

**\*\*\*NOTE:** It is very important that you have your CM/ECF username and password available Monday, April 20, 2020 in order to Link your PACER account to your CM/ECF account.

Below are the steps to Reset Your CM/ECF Password:

**Step 1:** Click on **If you forgot your CM/ECF password, you can request a password reset here.**

### CM/ECF Filer or PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution. Attempts are logged.

If you forgot your CM/ECF password, you can request a password reset [here](#) ←

**Instructions for filing:**  
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

**If you received this login page as a result of a link from a Notice of Electronic Filing email:**  
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when a

**If you have trouble viewing a document:**  
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "Your document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login procedure fails, it means that the "free look" link has expired. You will need to enter your PACER login and password to view

**Instructions for viewing filed documents and case information:**  
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may

**Authentication**

Login:

Password:

client code:

**IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:** All filers must redact certain information, including but not limited to: dates of birth; names of minor children; financial account numbers; and [Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents.  
 I understand that, if I file, I must comply with the redaction rules. If

**Step 2:** The screen below appears. You will enter your CM/ECF username also referred to as your ECF Login ID. Click **Submit**.

### ECF Password Changes - District of New Mexico

**This page is for ECF logins only. This will not work for PACER accounts.**  
For a lost password on a PACER account, please contact the [PACER Service Center](#).

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry or use or any use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Enter your ECF login ID here and click on "Submit":



To log into CM/ECF without resetting your password, please click [here](#).

An email will be sent normally within 15 minutes with instructions on how to reset your password. If you do not receive an email, this is an indication that the email address you have on file is not up to date or the CM/ECF username is incorrect. A CM/ECF username is usually the attorney's first initial of their first name and full last name. If you recently changed firms and have not updated your email address this could be another reason why you did not receive an email.

You can email the CM/ECF Help Desk at [cmecf@nmd.uscourts.gov](mailto:cmecf@nmd.uscourts.gov) with your name, your email address and your username. If you recently changed law firms, we ask that for verification purposes you provide us with the old email address as well as with your new one. You should receive an email from the Help Desk notifying you of your updated email address and you can then proceed to use the reset password function.