



## Important Notice for Electronic Filing Users

### Re: Maintaining a Current E-Mail Address

Local Civil Rule 10.1(a) requires counsel to advise the Court of any change of address within five days of the change of address. Therefore, due to the implementation of Electronic Case Filing (ECF), it is extremely important that counsel **also** advise the Court of new primary e-mail and secondary e-mail addresses.

1. If an attorney of record is leaving a law firm and another attorney from the same firm will become the attorney of record, the new attorney should file a Substitution of Attorney to avoid any interruption in the receipt of the Notices of Electronic Filing (NEF). The e-mail address at the former law firm is on record with the Court and will probably be disabled. The NEF automatically generated by ECF will continue to go to the attorney's terminated e-mail address and, no one will receive the electronic notice. If a Substitution of Attorney has not been filed prior to the attorney leaving the firm, then the e-mail account of the attorney leaving the firm should not be disabled until another attorney in the firm enters his/her appearance. The law firm should designate someone to check this e-mail account for NEF until a Substitution of Attorney has been filed with the court.

**AS A SAFEGUARD**, each attorney should have a designated secondary e-mail address when registering for ECF. This secondary e-mail address should be the e-mail address of another individual within the law firm. Notices of Electronic Filing go to the secondary e-mail address even if the primary e-mail address is invalid. If an attorney needs to add a secondary e-mail address, please notify the Court, via e-mail at **ecfchange@nj.uscourts.gov** of the secondary e-mail address.

2. If the attorney leaving the firm is taking active cases with him/her to their new location, this attorney must change his/her e-mail address with the Court **as soon as possible**. If he or she does not, the NEF from the Court will be sent to the inbox of the e-mail address that is on record with the Court. Counsel should update their mailing address and primary and secondary e-mail addresses in writing. Notice can be mailed to the **Clerk's Office - United States District Court for the District of New Jersey, 50 Walnut Street, Newark, NJ 07102, Attn: ECF Address Change** or sent via e-mail to **ecfchange@nj.uscourts.gov**.