**Managing Your ECF Noticing Configuration**

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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 Configuration

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 primary email address, it is the filing user’s responsibility to update it on their PACER account. PACER will notify the court of this update.

To update or add secondary email addresses:

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| **STEP** | **RESULT** |
| Once logged into ECF, choose **Utilities > Your Account > Maintain Your Email**. |  |

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| **STEP** | **RESULT** |
| Select a secondary email address to configure. |  |
| Enter/Verify **Secondary e- mail addresses** as appropriate.  Click **add new e-mail addresses** to add and configure additional addresses.  Respond to the questions.  NOTE: 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.  NOTE: Once the email address is entered, the remainder of the screen with questions will appear. |  |