

New Firm/Office Name Requirement for Bankruptcy CM/ECF

As discussed at the 2026 Southern District of Texas Bankruptcy Bench Bar conference, the Chapter 13 panels will soon be sorted alphabetically by **Firm/Office** name rather than by attorney name.

By **May 14, 2026**, please update your PACER account to include your firm/office name following the instructions provided below.

Failure to update your account(s) correctly may result in your cases being called out of order.

How to Update Your PACER Account

To update your PACER account,

1. Log in to PACER Manage My Account at <https://pacer.psc.uscourts.gov/pscof/login.xhtml>.
2. Select the **Maintenance** tab, then **Update Address Information**.



3. Enter your **Firm/Office** name in the **Firm/Office** field.
Do not include non-filing words or phrases such as “The,” “Office of,” or “Law Firm of.” The system will sort alphabetically by the first word entered in the Firm/Office field.
If your firm has multiple attorneys or PACER accounts used for filing, ensure that the Firm/Office name is entered **identically across all accounts**. The system sorts by character; therefore, even minor differences, such as a comma, spacing difference, or different suffix may cause accounts to be treated as separate entities for case-sorting purposes.

A screenshot of the 'Update Address Information' form. The title 'Update Address Information' is in a blue header bar. Below the header, there is a text box with instructions: 'In the first section below, you may update your address information on file at the PACER Service Center for billing purposes. Then you may apply those updates to open, closed, or all cases in one or more courts in which you are registered.' Below this, there is a section for '* Required Information'. It contains two input fields: 'Firm/Office' and 'Unit/Department'. A red arrow points to the 'Firm/Office' input field. There is a question mark icon to the right of the 'Unit/Department' field.

4. Apply the update to all **Open Cases**.
5. Submit your changes.