



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA**

Michael L. McConnell
Clerk of Court

Telephone: 225-389-3500
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July 16, 2020

SMS Text and Email Notifications

The U.S. District Court for Middle District of Louisiana has developed an application to provide SMS text and Email notifications to members of the bar for time-sensitive notices. The messages will be sent to the “**Text Phone Number**” and **email address** registered in PACER. **Action is Required** in order to provide these notifications, please follow the steps below to update your PACER Account information and transmit to the Middle District of Louisiana.

Use Cases:

- During a pandemic, counsel will be asked to remain in their vehicle until the designated time to report to the courtroom. Text notices will be issued by Courtroom Deputy to parties at least 15 minutes in advance. *Note: Counsel is responsible for notifying clients and witnesses.*
- Important Notifications to members of the Bar regarding governance and court operations.

Please add to your Contacts:

SMS Text Sender number: (225) 351-7996

Email Sender address: no-reply@lamd.uscourts.gov

Example SMS Text and Email Notification:

Please report to Louisiana Middle District Courtroom 2 regarding Case # 3:18-cv-00663-BAJ-SDJ in 15 minutes.

SEE NEXT PAGE FOR STEPS TO UPDATE PACER ACCOUNT INFORMATION

Steps (ACTION REQUIRED):

- 1) Sign into PACER.com with your PACER credentials
- 2) Click on “Manage My Account”
- 3) Under Maintenance tab, click on “Update Address Information”

Account Number 7000065
Username TR006500
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)
[Update E-Filed Email Noticing and Frequency](#) [Check E-File Status](#)
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

- 4) Add your mobile phone number to the “Text Phone” field
- 5) Select “All Cases” from the Apply update to drop-down menu
- 6) Select the checkbox for U.S. District Court – Louisiana Middle District
- 7) Click Submit

Text Phone 225-###-####
Fax Number
Reason for update
 Check here if this address update applies to the entire firm.
Apply update to All Cases
NOTE: The court has the final determination re: which case/s the address update will be applied to.

Apply Updates to Selected Courts

PACER Billing

Law Offices of JKM
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Baton Rouge, LA 70801
Phone: 225-389-3524

U.S. District Courts

Louisiana Middle District Court (test) - NextGen
USDC - LAM
777 Florida St.
Baton Rouge,
Phone:

Submit Reset Cancel