



Course 201

Updating Account Information

To edit your account information, click on the “Your Account” tab.

Note:

This is the process also allows you to change your username (e-mail address) and password.

The screenshot displays the ACIS University user interface. At the top, the user's ID is john.doe@hotmail.com. A notification icon indicates "No Alerts At This Time!". There are links for "View Your Basket" and "Logout". Below this, account status is shown as "Level III Subscription", with "Available Page Allowance: 450 Pages" and "Available Case Tracking Allowance: 6 Cases". A navigation bar contains tabs: "MAIN MENU", "YOUR ACCOUNT" (circled in red), "E-FILE DOCUMENTS", "FIND A CASE", "CASE TRACKING", "YOUR DOCUMENTS", "YOUR E-NOTICES", and "REPORTS". The main content area features a "Main Menu" section, an "Information Bulletins" section with a "Rules Alert" about a redaction policy, and two summary boxes: "Decisions Released During The Past 30 Days" and "Your Pending Cases (0)". The footer provides contact information for the Supreme Court of Alabama, Alabama Court of Civil Appeals, and Alabama Court of Criminal Appeals, along with the address and help desk details.

Your User Id: john.doe@hotmail.com No Alerts At This Time! View Your Basket Logout

Account Status: **Level III Subscription** Available Page Allowance: **450 Pages** Available Case Tracking Allowance: **6 Cases**

MAIN MENU **YOUR ACCOUNT** E-FILE DOCUMENTS FIND A CASE CASE TRACKING YOUR DOCUMENTS YOUR E-NOTICES REPORTS

Main Menu

Information Bulletins

Rules Alert - The Supreme Court has adopted a redaction policy effective June 1, 2010. [See Rule 56 ARAP](#)

Decisions Released During The Past 30 Days

Your Pending Cases (0)

You have no cases pending before the Appellate Courts at this time.

Supreme Court of Alabama (334)229-0700 Alabama Court of Civil Appeals (334)229-0733 Alabama Court of Criminal Appeals (334)229-0751

Judicial Building · 300 Dexter Avenue · Montgomery, Alabama 36104

For technical assistance using this online service please contact our Help Desk at (334)229-0500. Hours of operation for Help Desk operators are Monday - Friday from 8:00 AM - 4:00 PM.

The information relevant to your account is listed under the “Your User Information” column. To edit any of this information, click on the “Edit Your Information” button.

Your User Id: johndoe@hotmail.com		No Alerts At This Time !	View Your Basket	Logout			
Account Status: Level III Subscription		Available Page Allowance: 450 Pages	Available Case Tracking Allowance: 6 Cases				
MAIN MENU	YOUR ACCOUNT	E-FILE DOCUMENTS	FIND A CASE	CASE TRACKING	YOUR DOCUMENTS	YOUR E-NOTICES	REPORTS
Your User Information				Your Firm's Information			
Email Address: johndoe@hotmail.com				Firm's Name: Doe & Done			
Password: test				Party: Attorney			
Security Question: What is your father's middle name?				Address: 101 Anywhere Street			
Answer: Bill				City: Somewhere			
Optional Salutation :				State: AL			
First Name: John				Zip Code: 36100			
Middle Name:				Phone Number: (555) 555-5555			
Last Name: Doe				Fax Number: (555) 555-5556			
Suffix: None				Edit Your Firm's Information			
Alabama Bar ID: 4444A44A							
Edit Your Information							
Your Secondary Contacts							
You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.							
Add A Secondary Contact							

A new window opens that allows you to edit any of your information. In this example, we added a middle name.

When finished editing, click “Submit Updates”.

Note:

You can change multiple fields and all changes will take effect when you click “Submit Updates”.

Your User Id: johndoe@hotmail.com No Alerts At This Time! View Your Basket Logout

Account Status Allowance: 6 Cases

MAIN MENU YOUR ACCOUNT NOTICES REPORTS

Edit Your Information

** Indicates Required Fields*

* Your Primary Email Address: johndoe@hotmail.com ?

* Your Alabama Bar ID: 4444A44A

* Your Preferred Password: test ?

* Your Security Question: What is your father's middle name? ?

* Your Answer: Bill ?

Important: Please enter your name as you would like it to appear on correspondence and notices.

Optional Salutation: ?

* Your First Name: John ?

Your Middle Name: Wayne ?

* Your Last Name: Doe ?

Suffix: ?

Submit Updates Cancel Changes

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

Add A Secondary Contact

Notice the change made is now reflected on the "Your Account" page.

Your User Id: johndoe@hotmail.com		No Alerts At This Time!		View Your Basket		Logout	
Account Status: Level III Subscription		Available Page Allowance: 450 Pages		Available Case Tracking Allowance: 6 Cases			
MAIN MENU	YOUR ACCOUNT	E-FILE DOCUMENTS	FIND A CASE	CASE TRACKING	YOUR DOCUMENTS	YOUR E-NOTICES	REPORTS
Your User Information				Your Firm's Information			
Email Address: johndoe@hotmail.com				Firm's Name: Doe & Done			
Password: test				Party: Attorney			
Security Question: What is your father's middle name?				Address: 101 Anywhere Street			
Answer: Bill				City: Somewhere			
Optional Salutation:				State: AL			
First Name: John				Zip Code: 36100			
Middle Name: Wayne				Phone Number: (555) 555-5555			
Last Name: Doe				Fax Number: (555) 555-5556			
Suffix: None				Edit Your Firm's Information			
Alabama Bar ID: 4444A44A				Edit Your Information			
Your Secondary Contacts							
<i>You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.</i>							
Add A Secondary Contact							

You may also edit your firm's information. Simply click on the "Edit Your Firm's Information" button.

Your User Id: johndoe@hotmail.com		No Alerts At This Time !		View Your Basket		Logout	
Account Status: Level III Subscription		Available Page Allowance: 450 Pages		Available Case Tracking Allowance: 6 Cases			
MAIN MENU	YOUR ACCOUNT	E-FILE DOCUMENTS	FIND A CASE	CASE TRACKING	YOUR DOCUMENTS	YOUR E-NOTICES	REPORTS
Your User Information				Your Firm's Information			
Email Address: johndoe@hotmail.com				Firm's Name: Doe & Done			
Password: test				Party: Attorney			
Security Question: What is your father's middle name?				Address: 101 Anywhere Street			
Answer: Bill				City: Somewhere			
Optional Salutation :				State: AL			
First Name: John				Zip Code: 36100			
Middle Name: Wayne				Phone Number: (555) 555-5555			
Last Name: Doe				Fax Number: (555) 555-5556			
Suffix: None				Edit Your Firm's Information			
Alabama Bar ID: 4444A44A				Edit Your Information			
Your Secondary Contacts							
You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.							
Add A Secondary Contact							

A new window opens that allows you to edit any of your firm's information. In this example, we changed the zip code.

When finished editing, click "Submit Updates".

Edit Your Firm's Information

** Indicates Required Fields*

Please enter your Firm's name and your address as you would like it to appear on correspondence and notices.

* Your Firm Name: Doe & Done

* Your Current Role: Attorney

* Your Telephone No: (555) 555-5555
Format Example: (555) 555-5555

Your Fax No: (555) 555-5556
Format Example: (555) 555-5555

* Your Mailing Address: 101 Anywhere Street

* Your City: Somewhere

* Your State: AL

* Your Zip Code: 36101

Submit Updates Cancel Changes

Your Secondary Contacts

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

Add A Secondary Contact

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MAIN MENU	YOUR ACCOUNT	E-FILE DOCUMENTS	FIND A CASE	CASE TRACKING	YOUR DOCUMENTS	YOUR E-NOTICES	REPORTS
Your User Information				Your Firm's Information			
Email Address: johndoe@hotmail.com				Firm's Name: Doe & Done			
Password: test				Party: Attorney			
Security Question: What is your father's middle name?				Address: 101 Anywhere Street			
Answer: Bill				City: Somewhere			
Optional Salutation :				State: AL			
First Name: John				Zip Code: 36101			
Middle Name: Wayne				Phone Number: (555) 555-5555			
Last Name: Doe				Fax Number: (555) 555-5556			
Suffix: None				Edit Your Firm's Information			
Alabama Bar ID: 4444A44A				Edit Your Information			
Your Secondary Contacts							
<i>You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.</i>							
Add A Secondary Contact							