

NOTE: See our Court's Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers By Electronic Means.

All registered CM/ECF users will be given a user login and password. User account information from your registration form will be entered into the CM/ECF database when your account is established. If you ever need to change your account information, you may do so using the Maintain Your ECF Account option. Through this option, you can update user name and address information, login and password, e-mail addresses, additional cases to receive Notice of Electronic Filing (NEF) and/or format of your NEF (html or text).

Step 1 - Click on the **Utilities** hyperlink on the blue CM/ECF Main Menu Bar.



Step 2 - The UTILITIES EVENTS screen displays.

Utilities

Your Account	Edit Data
CM/ECF Login	Edit Claims
Change Your Client Code	
Change Your Password	Miscellaneous
Clear Default PACER Login	Mailings...
Edit Shortcut Bar	Check PDF Document
Change Your PACER Account	Verify a Document
Internet Payment History	Internet Fees/Payments...
Internet Payments Due	Court Information
Maintain Your ECF Account	
Review Billing History	
View PACER Account Information	
RSS Feeds	
View Your Transaction Log	

Click on the **Maintain Your ECF Account** hyperlink.
For further information on each of these categories, click the (Help) icon.

Step 3 - The MAINTAIN USER ACCOUNT screen displays.

Maintain User Account

Last name Jones First name J.
Middle name Generation
Title Type aty
Office Bankruptcy Law Group, LLC
Address 1 430 Skyview Lane
Address 2
Address 3
City Orbit City State GA Zip 31201
Country County
Phone 000-000-0000 Fax 000-000-0000
SSN/ITIN 999-99-9999 Tax Id/EIN 12-1234567
Bar ID Bar status Mail group
Initials DOB AO code Person end date

Email information... More user information...
Submit Clear

Personal information based on your login will appear in the applicable fields. Update your personal information on this screen. If there a no other revisions to be made to your account, continue with **Step 6** on page 5.

Step 4 - To update electronic notice or e-mail settings, click on E-mail Information.

This screen will allow you to specify if you want to receive electronic notices of filings in specific cases, add secondary e-mail address, and set certain preferences.

Email information for J. Jones

Primary email address none@none.com Reenter primary email address none@none.com
Secondary email address Reenter secondary email address
Send the notices specified below
 to my primary email address
 to the secondary addresses
 Send notices in cases in which I am involved
 Send notices in these additional cases
Notices will be sent for adversary proceedings in which I am directly involved and for their related bankruptcy cases.
 Send a notice for each filing
 Send a Daily Summary Report
Format notices HTML
 Text
Return to Account screen Clear

Primary e-mail address: Enter the e-mail address(es) to which the notifications should be sent. This address must be formatted to internet protocol or an error will be generated. It may be a good idea to have separate e-mail accounts - one for routine e-mail correspondence and a separate one for CME/CF activity if heavy volume is anticipated.

In addition to your primary e-mail address, you may have notices sent to additional e-mail address(es).

Send the notices specified below...

To my primary e-mail address - to activate CM/ECF notification, you must check this box.

To the secondary addresses - Select or deselect in the box provided as appropriate. You can have notices sent to e-mail addresses other than your primary e-mail address. You may want to share notification of activity in a case with other members of your staff. When entering multiple e-mail addresses, separate each address with a semi-colon. Enter the secondary e-mail address(es) to which the notifications should be sent.

NOTE: If you decide to maintain a separate mail box for CM/ECF notices and you do not want to receive those notifications at your primary e-mail address, you will need to deselect this option by removing the check mark from the “to my primary e-mail address” box.

“Send notices in cases in which I am involved”

Select or deselect in the box provided as appropriate. Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Trustees and US Trustees may find this advantageous for new filings as well as routine case activity.

“Send notices in these additional cases”

Select or deselect in the box provided as appropriate. Enter case numbers for each additional case for which you want notification. You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys may want to be notified of transactions in cases in which they have an interest but are not active parties. It is possible to select both options.

“Send notice for each filing” Checking this box means you will receive e-mail notices throughout the day when activity occurs in the cases specified above. The subject line of the e-mail will describe the type of filing and the case number and name. Activity includes notification of claims as well as other entries to a case.

“Send a Daily Summary Report” This option will give you a comprehensive summary of one day’s activity once a day. Notification of claims will also be included in this mail list. A summary report includes the case numbers and titles of cases in which activity occurred for that day. The summary e-mail notification will display the docket event and the document number, including the hyperlink.

NOTE: You cannot elect to receive both separate notices and the summary report.

Format Notices

Enter the e-mail delivery method. This will be determined by your e-mail type.

The **html** format is for Netscape or ISP e-mail service and will include hyperlinks to the document or claim.

Text format is for cc:Mail, GroupWise and other e-mail services. This format will feature the URL of the .pdf document which can be copied and pasted into the location bar of your browser.

Select your e-mail preference.

Verify the information and click on [Return to Account screen].

The MAINTAIN USER ACCOUNT screen will appear again. (See illustration in Step 3)
If no further updates are necessary, proceed to step 6 on page 5.

Step 5 - If you wish to change your login or password:

Click on the **Utilities** hyperlink on the blue CM/ECF Main Menu Bar.

Click on the **Change Your Password** hyperlink.

The following screen will appear.

The screenshot shows a web form titled "Change Your Password" with a light blue background. At the top left, it says "Login JJAttorney". Below this is a paragraph of instructions: "Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&)." There are two input fields: "New password" and "Re-enter new password". At the bottom left, there are two buttons: "Submit" and "Clear".

Change the login and/or password.

Remember: Logins and passwords are case sensitive

Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).

After information is entered, Click the [Submit] button.

If successful, you will receive confirmation: "Password successfully changed".

USER TRANSACTION LOG

All docketing activity is recorded in your User Transaction Log. This feature is found under Utilities on the CM/ECF Main Menu Bar.

Click on the “**View Your Transaction Log**” hyperlink.

Select the criteria to produce the desired report results: Entered between dates, User, Date and time, Case number and/or Filing agent.

Click [Submit] to display the report.

Below is an illustration of a typical transaction log:

Transaction Log			
Report Period 02/01/2018 - 02/12/2018			
Id	Date	Case Number	Text
89661	02/12/2018 15:17:22		Change password for prid:4525
89661	02/06/2018 15:57:02	18-50003	Opened New BK Case 18-50003
89663	02/09/2018 16:33:44	18-50001	Application to Pay Filing Fee in Installments filed by Debtor Practice Electronic Filing (Jones, J.)

Total Number of Transactions: 3

This log may be useful in researching case filings. Dates, case numbers, times and document type are tracked. Your transaction activity is only accessible to you and Court systems staff.