

# CM/ECF Maintain User Accounts

## *For Attorneys and Trustees*

All CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted.

Non-court users can access their own account information through the Maintain Your ECF Account menu. Using this option, participants can update their name, mailing and E-mail addresses, phone and fax numbers, and password. Users can therefore control the accuracy of their own information in a timely manner.

This module explains how attorneys and trustees can update:

- ◆ user name, address and other party data
- ◆ E-mail information
- ◆ electronic noticing preferences
- ◆ user passwords.

**STEP 1** After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Accounts, which is found under the **Your Account** sub-menu. (See Figure 1.) Your UTILITIES screen may vary from the one displayed in this example.

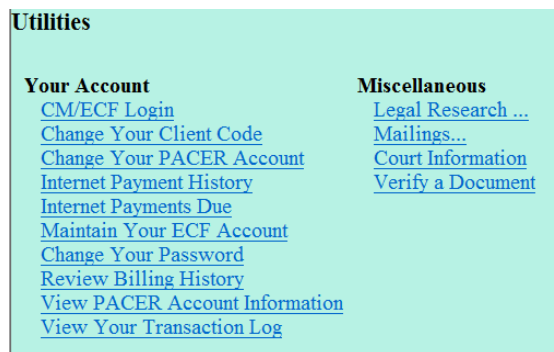


Figure 1

**STEP 2** Your user account screen will appear displaying your current account information. (See Figure 2.)

The screenshot shows a web form titled "Maintain User Account" with a light blue background. The form contains the following fields and controls:

- Last name:** Craven
- First name:** S
- Middle name:** M
- Generation:** (empty)
- Title:** (empty)
- Type aty:** (empty)
- Office:** (empty)
- Add Headers to PDF Documents
- Address 1:** 601 West Broadway
- Address 2:** (empty)
- Address 3:** (empty)
- City:** Louisville
- State:** Ky
- Zip:** 40202
- Country:** (empty)
- County:** (dropdown menu)
- Phone:** (empty)
- Fax:** (empty)
- SSN / ITIN:** (empty)
- Tax ID / EIN:** (empty)
- Bar ID:** (empty)
- Bar status:** (empty)
- Mail group:** (empty)
- Initials:** (empty)
- DOB:** (empty)
- AO code:** (empty)
- Person end date:** (empty)

At the bottom of the form, there are two buttons: "Email information..." and "More user information...". Below these are "Submit" and "Clear" buttons.

**Figure 2**

- ◆ Update your personal information on this screen. When it is correct, click **[Submit]** to save the changes. If the **[Submit]** button is not used, the record will not be modified.
- ◆ The **[Email information...]** and **[More user information]** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

**STEP 3** The E-MAIL INFORMATION screen presents options for control of your electronic notification on each court's CM/ECF system. (See Figure 3a.)

**Figure 3a**

You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Each section on the E-MAIL INFORMATION screen is explained below:

- ◆ **Primary e-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine e-mail correspondence.
- ◆ **Send the notices specified below...**
  - To my primary e-mail address**  
To activate CM/ECF notification you must first check the box next to your e-mail address.
  - To these additional addresses**

You may have notices sent to other e-mail addresses besides your primary e-mail address. (Paralegals or chambers staff may want to share this notification activity.) When entering multiple e-mail addresses, separate each address with a semi-colon.

- Send notices in cases in which I am involved**  
Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant. Chapter 7 panel trustees and offices of the U.S. Trustee may find this advantageous for new filings as well as routine case activity.
- Send notices to these additional cases**  
You do not have to be a participant in a case to receive notification of activity. Trustees and attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. Court and chambers staff can monitor cases through this process also. It is possible to select both options.

**NOTE:** This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.

- ◆ **Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases.** You now have the option to choose whether you want notification for bankruptcy matters when your appearance is only entered in the Adversary Proceeding.
- ◆ **Send notices for adversary proceeding in which I am directly involved but not for their related bankruptcy cases.** You now have the option to choose whether you want notification for bankruptcy matters when your appearance is only entered in the Adversary Proceeding.
- ◆ **Send a notice for each filing**  
Checking this box means you will receive e-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the e-mail will describe the type of filing and the case number.

◆ **Send a Daily Summary Report**

A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list. (See Figure 3b.)

A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of 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.

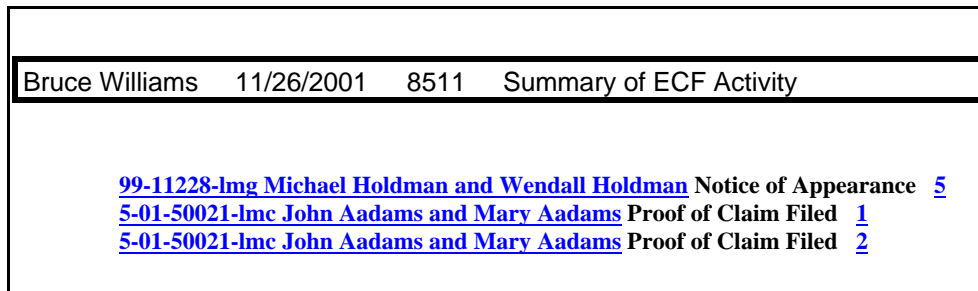


Figure 3b

◆ **Format notices**

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

**html format for Netscape or ISP e-mail servicer**

The html format will include hyperlinks to the document or claim. (See Figure 3c.)

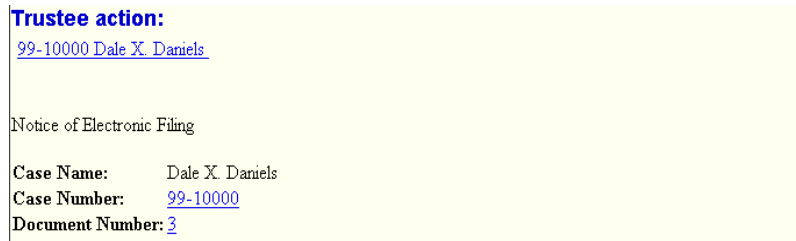


Figure 3c

- **Text format for cc:Mail, GroupWise, other e-mail service**  
Text format will feature the URL of the PDF document which can be copied and pasted into the location bar of your browser.  
**Figure 3d** shows an example of a text formatted notice.

Notice of Electronic Filing  
The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3 :51 PM CST

Case Name: William Wonka  
Case Number: 97-13259 <https://bkecf-train.aottd.uscourts.gov/cgi-bin/DktRpt.pl? 252>  
Document Number: 2  
Copy the URL address on the line below into the location bar of your Web browser to view the document: [https://bkecf-train.aottd.uscourts.gov/cgi-bin/show\\_case\\_doc?2,252,,169281](https://bkecf-train.aottd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281),

**Figure 3d**



When you have entered your e-mail preferences, click on **[Return to Account screen]** to save the data.

The screen in **Figure 3e** is used to confirm the information which has been submitted. If you checked any of the boxes for sending notices for each filing, or sending a Summary Report, this screen will indicate the option is turned “on”.

Any additional case numbers (and hyperlinks) will be displayed under the **Case list:** heading. If invalid case numbers were entered, you will receive an error message after submitting the data and be given the chance to back up and enter a valid number.



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Updating person record...  
Update Person Prid: 333288

The update was successful... prid 333288 - Kerry Ledford

Updating user record  
The user update was successful

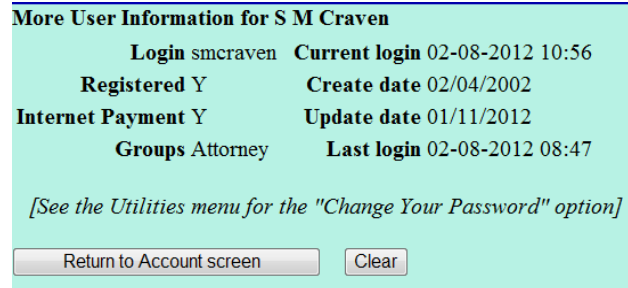
Set up automatic e-mail notification complete for Kerry Ledford  
Send Notification in all cases for which you represent a party = on  
Send Notification to primary e-mail address = on

Case list:  
[00-10122 Dale A. Daniels](#)  
[00-12243 George Stephanopolous](#)

E-mail notice of electronic filings for selected cases = on  
Summary e-mail = on  
Primary e-mail Address: ledfordk@aottd.uscourts.gov  
Additional e-mail Address:

**Figure 3e**

**STEP 4** If you click on **More user information** from your account screen, your login will be displayed (**See Figure 4**)



More User Information for S M Craven

<b>Login</b> smcraven	<b>Current login</b> 02-08-2012 10:56
<b>Registered</b> Y	<b>Create date</b> 02/04/2002
<b>Internet Payment</b> Y	<b>Update date</b> 01/11/2012
<b>Groups</b> Attorney	<b>Last login</b> 02-08-2012 08:47

*[See the Utilities menu for the "Change Your Password" option]*

**Figure 4**

**NOTE:** To change your password, Click on **[Change Your Password]** from the Utilities menu.

- ◆ Click on **[Return to Account screen]**.

**STEP 5** Your user account screen will appear again (See Figure 5.)

**Maintain User Account**

Last name	Craven	First name	S
Middle name	M	Generation	
Title		Type aty	
Office		<input type="checkbox"/> Add Headers to PDF Documents	
Address 1	601 West Broadway		
Address 2			
Address 3			
City	Louisville	State	Ky
		Zip	40202
Country		County	
Phone		Fax	
SSN / ITIN		Tax ID / EIN	
Bar ID		Bar status	
Initials		Mail group	
		AO code	Person end date

Email information... More user information...

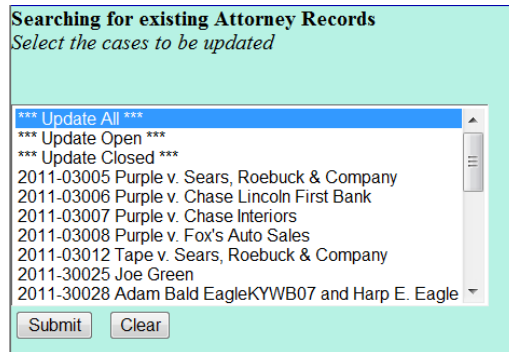
Submit Clear

Figure 5

- ◆ When all of your account information is correct, click **[Submit]** to finish processing. You may select a list of open cases or closed cases or both.
- ◆ Click **[Submit]**.



**STEP 6** A list of the cases you are associated may appear (See Figure 6.)

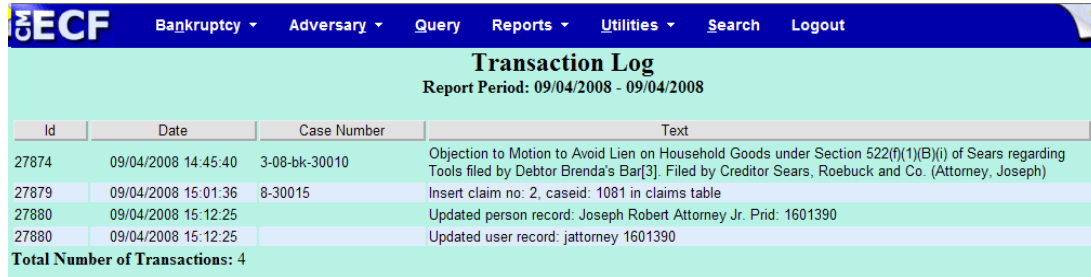


**Figure 6**

- ◆ If you want this new information to apply to all of the cases, click on **\*\*\*Update All\*\*\*** at the top of the list. You may apply to changes to just the open cases or just closed cases. To change information only on certain cases, hold down the **[Control]** key after selecting the first case number and click on the others, one at a time, to highlight them.
- ◆ Click **[Submit]** to apply the new information.
- ◆ The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

## VIEW YOUR TRANSACTION LOG

All docketing activity is recorded through each user's **View Your Transaction Log**. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range. A typical excerpt from a transaction log is displayed below. (See Figure 7.)



Id	Date	Case Number	Text
27874	09/04/2008 14:45:40	3-08-bk-30010	Objection to Motion to Avoid Lien on Household Goods under Section 522(f)(1)(B)(i) of Sears regarding Tools filed by Debtor Brenda's Bar[3]. Filed by Creditor Sears, Roebuck and Co. (Attorney, Joseph)
27879	09/04/2008 15:01:36	8-30015	Insert claim no: 2, caseid: 1081 in claims table
27880	09/04/2008 15:12:25		Updated person record: Joseph Robert Attorney Jr. Prid: 1601390
27880	09/04/2008 15:12:25		Updated user record: jattorney 1601390
<b>Total Number of Transactions: 4</b>			

**Figure 7**

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

Your transaction activity is not accessible to other users besides yourself except for court systems staff.