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.)**

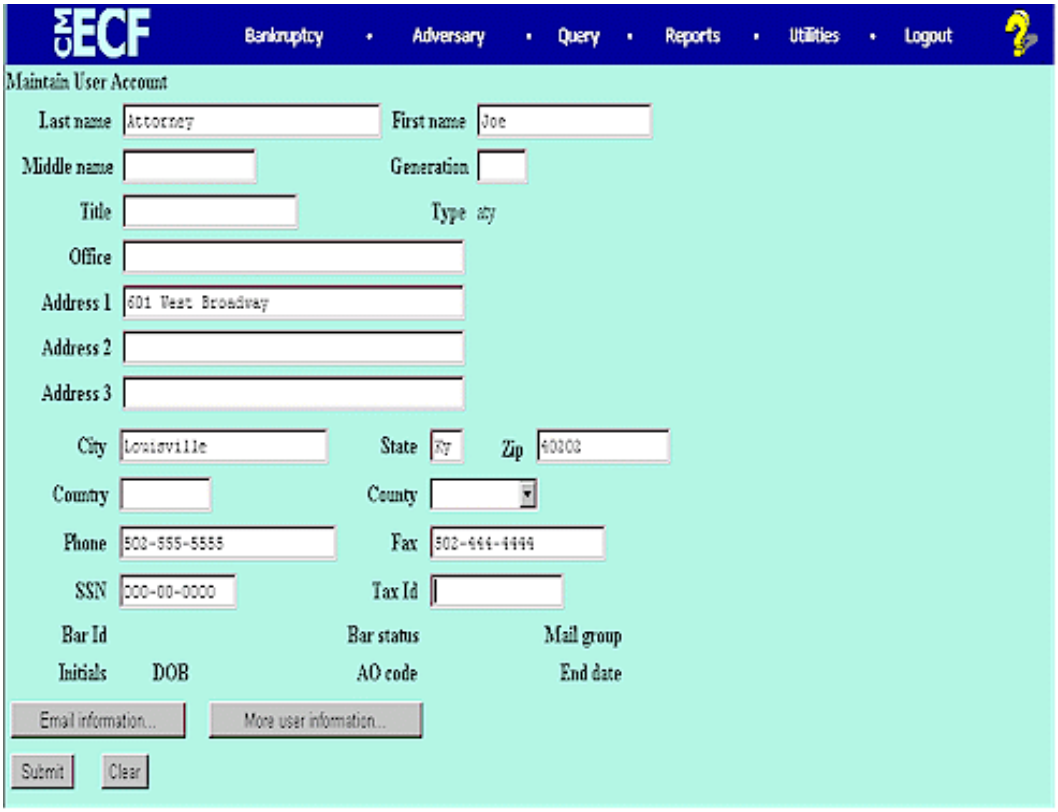

Figure 2

- 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 3.)**

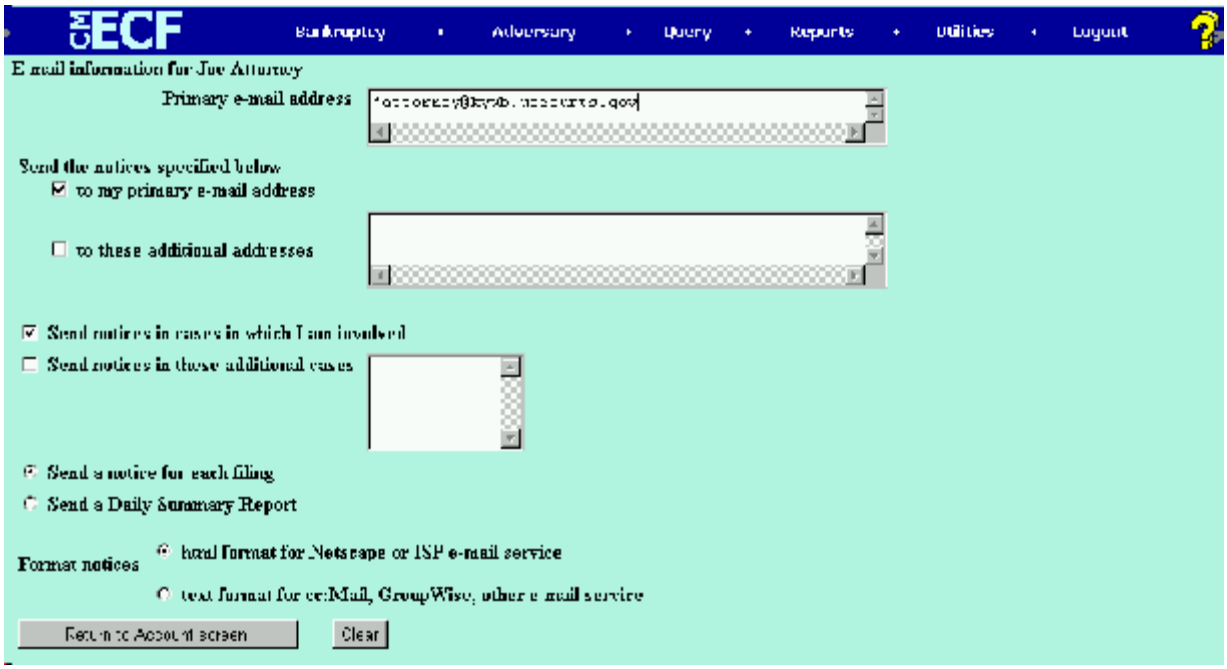

Figure 3

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 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 3a.)**

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.

Bruce Williams	11/26/2001	8511	Summary of ECF Activity

99-11228-lmg Michael Holdman and Wendall Holdman **Notice of Appearance** 5
5-01-50021-lmc John Aadams and Mary Aadams **Proof of Claim Filed** 1
5-01-50021-lmc John Aadams and Mary Aadams **Proof of Claim Filed** 2

Figure 3a

♦ **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 3b.)

Figure 3b

☐ **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 3c 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.aottsd.uscourts.gov/cgi-bin/DktRpt.pl? 252
Document Number: 2

Figure 3c

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

The screen in **Figure 3d** 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.

Figure 3d

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

Figure 4

- The login and password is assigned by the court. The court request that users **not** change their assigned login however, the user can change their password here.

  Remember:

  - Logins and passwords are case sensitive;
  - These are alphanumeric fields;
  - Passwords have a maximum of 8 characters;
  - When you enter a new password it is displayed on the screen. Your subsequent queries to this screen will show only asterisks. (No one will be able to tell you what your password is. Contact the court if you forget your password.

- When you have entered the information as desired, click on **[Return to Account screen]**.

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

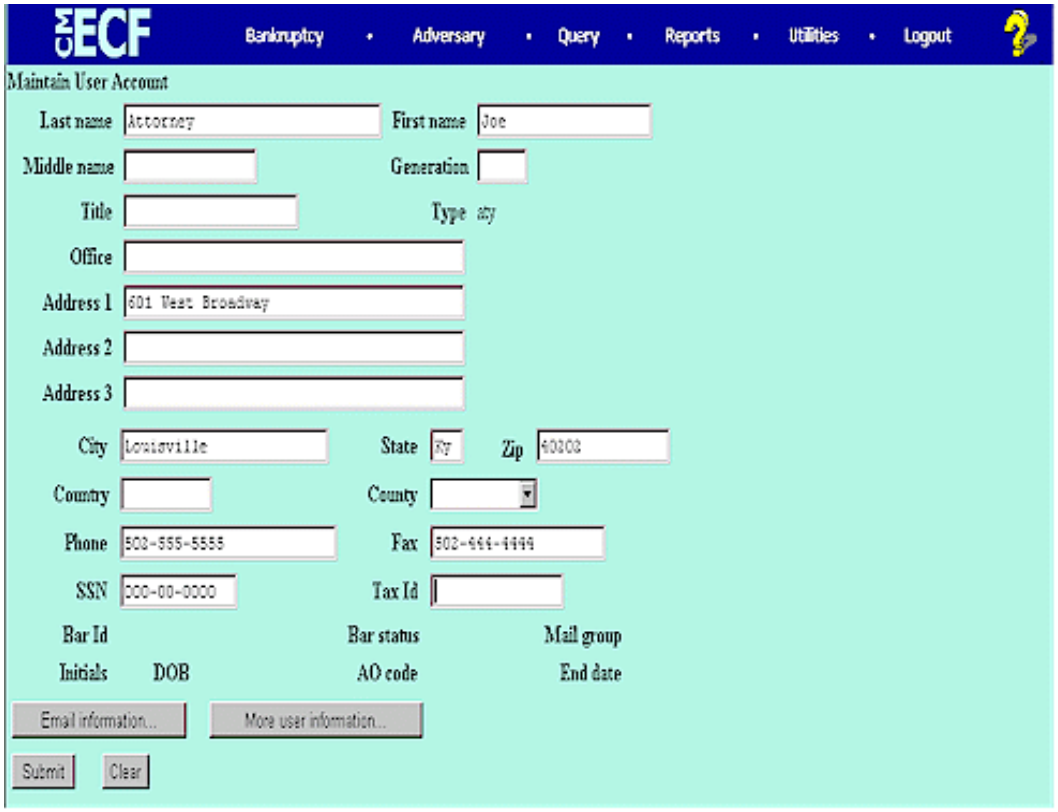

Figure 5

- When all of your account information is correct, click **[Submit]** to finish processing.

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

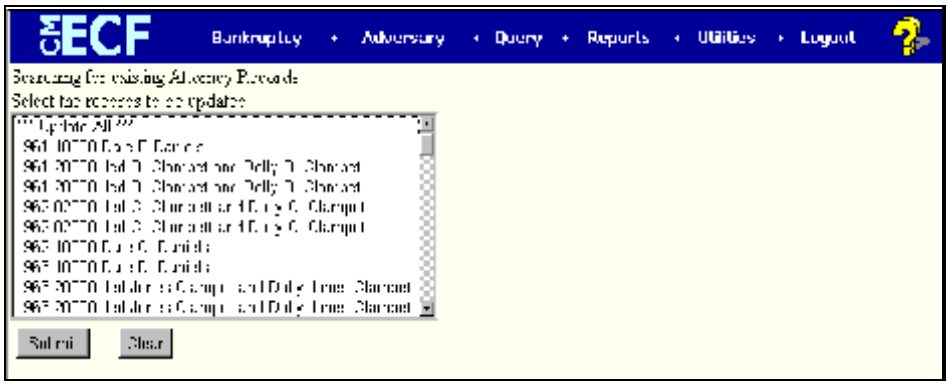

Figure 6

- If you want this new information to apply to all of the cases, click on **[***Update All***]** at the top of the list. 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.

- When you have all of the desired cases or **[***Update All***]** highlighted, 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**.

USER TRANSACTION LOG

All docketing activity is recorded through each user's **User 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.)**

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

Transaction Log
Report Period: 03/01/2002 - 04/11/2002

Id	Date	Case Number	Text
294	03/21/2002 11:03:14	02-10001	Agreed Motion to Abandon boat. Filed by John Doe, Sears. Objections to Pleading due by 4/5/2002. (Attorney, Joe)
319	03/21/2002 15:56:10	02-31042	Opened New BK Case 02-31042
320	03/21/2002 16:01:34	02-31043	Opened New BK Case 02-31043
322	03/21/2002 16:04:56	02-31043	Motion to extend time file remaining schedules. Filed by John Doe, Mary Doe. (Attorney, Joe)
327	03/21/2002 16:17:31	02-31043	Schedules remaining. Filed by John Doe, Mary Doe (Attorney, Joe)
328	03/21/2002 16:19:04	3-02-bk-31043	Creditor matrix load: 5 creditors loaded.
439	03/27/2002 14:19:50	02-40002	Opened New BK Case 02-40002
450	03/28/2002 10:25:42	02-30047	Opened New BK Case 02-30047
477	04/10/2002 15:04:35	02-10001	Notice of Appearance and Request for Notice by Joe Attorney. Filed by on behalf of American Express (Attorney, Joe)

Total Number of Transactions: 9

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.