

Maintain User Accounts / Change Password

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, trustees, 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, trustees, and creditors can update:

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

This module will assume that the internet user has accessed the court's web site with their court assigned CM/ECF login and password.

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Account or Change Your Password, which are found under the **Your Account** sub-menu. (See Figure 1.)

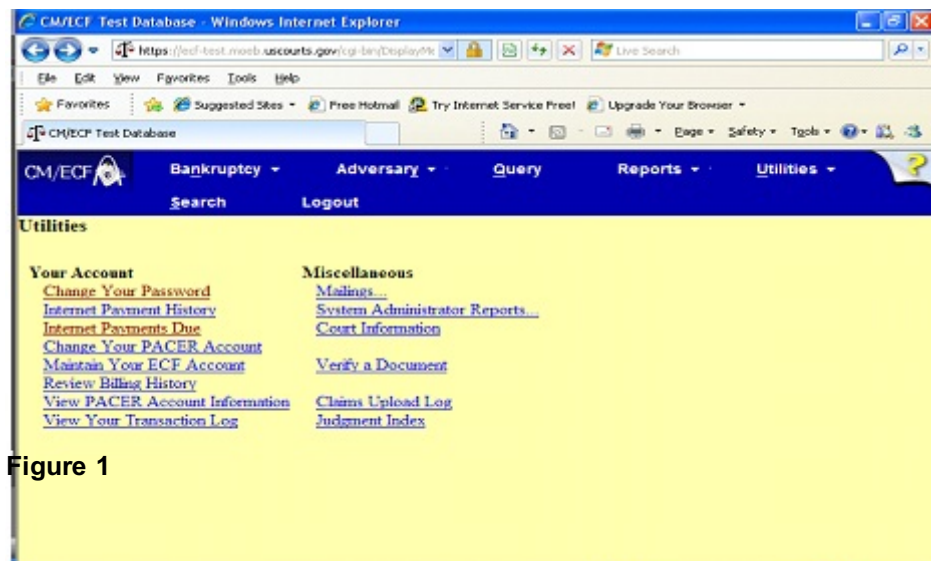


Figure 1

STEP 2

Maintain Your ECF Account - Your user account screen will appear displaying your current account information. (See Figure 2.)

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

Maintain User Account

Last name First name

Middle name Generation

Title Type

Office

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

SSN Tax Id

Bar Id 1232546 Bar status Active Mail group

Initials dlw DOB AO code End date

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

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.
 - Secondary E-mail address**
You may have notices sent to another E-mail address besides your primary E-mail address. (Paralegals or chambers staff may want to share this notification activity.)

- 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 OR but not for their related bankruptcy cases.**
Choose whether or not you want to receive notices on cases related to adversary cases.

- ◆ **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 **CAN NOT** elect to receive both separate notices and the summary report. (See Figure 3a.)

Bruce Williams	11/26/2001	8511	Summary of ECF Activity
<p style="text-align: center;"> 99-11228-lmc 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 </p>			

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.)

<p>Notice of Electronic Filing</p> <p>The following transaction was received from Clarence I. Longsdale entered on 9/5/2002 at 9:40 AM CDT and filed on 9/5/2002 CDT</p> <p>Case Name: Dale I Danniels Case Number: 99-10009 Document Number: 14</p> <p>Docket Text: Objection to Claim Filed by Debtor Dale I Danniels . (Wilson, Joe)</p>

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.

<p>Notice of Electronic Filing</p> <p>The following transaction was received from Abraham P. Bellows on 1/23/2001 at 3 :51 PM CST</p> <p>Case Name: William Wonka Case Number: 97-13259 https://bkecftrain.aottsd.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://bkecftrain.aottsd.uscourts.gov/cgi-bin/show_case_doc?2,252,,169281,</p>

Figure 3c

- ◆ When you have entered your E-mail preferences, click on **[Return to Account screen]**.
- ◆ Click on **[Submit]** to save the changes.

STEP 4 The **SELECT THE CASES TO BE UPDATED** screen will then appear for the user to select the effected cases. (See Figure 4.)

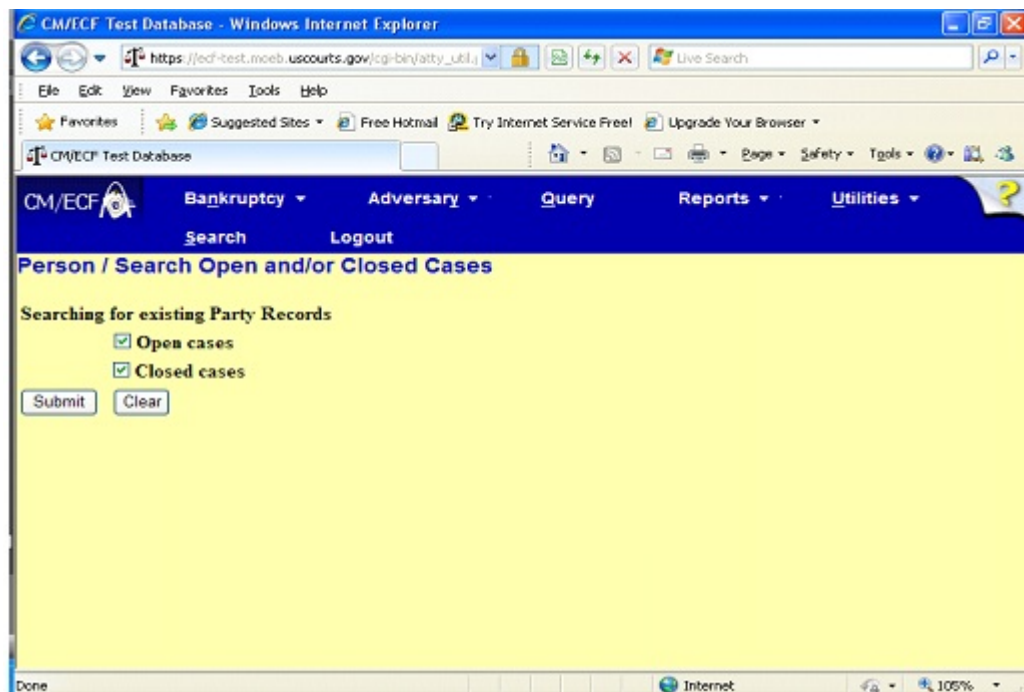


Figure 4

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

- ◆ Select desired cases and then click **[Submit]**.

The screen in **Figure 4a** 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”.

You may Update All, Update Open, Update Closed.

Any additional case numbers (and hyperlinks) will be displayed. 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.

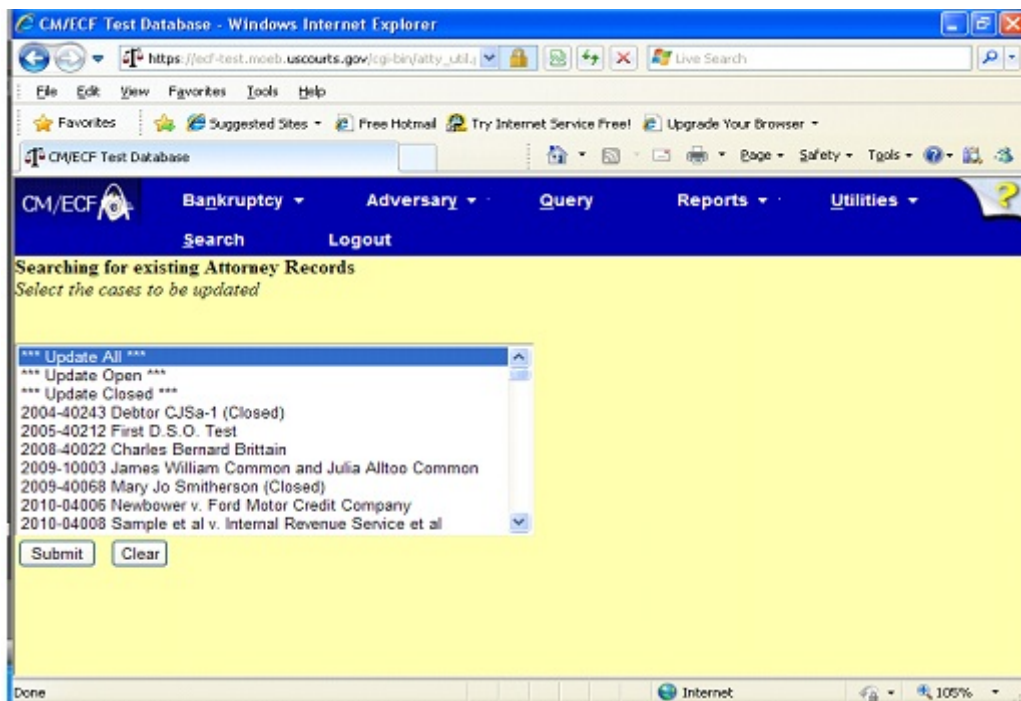


Figure 4a

- STEP 5** A list of the cases you are associated with will then appear
- ◆ 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**.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

- STEP 6** To change your password, click on **Change Your Password** on the **Utilities** screen. Your login and password information will be displayed (See Figure 6.)

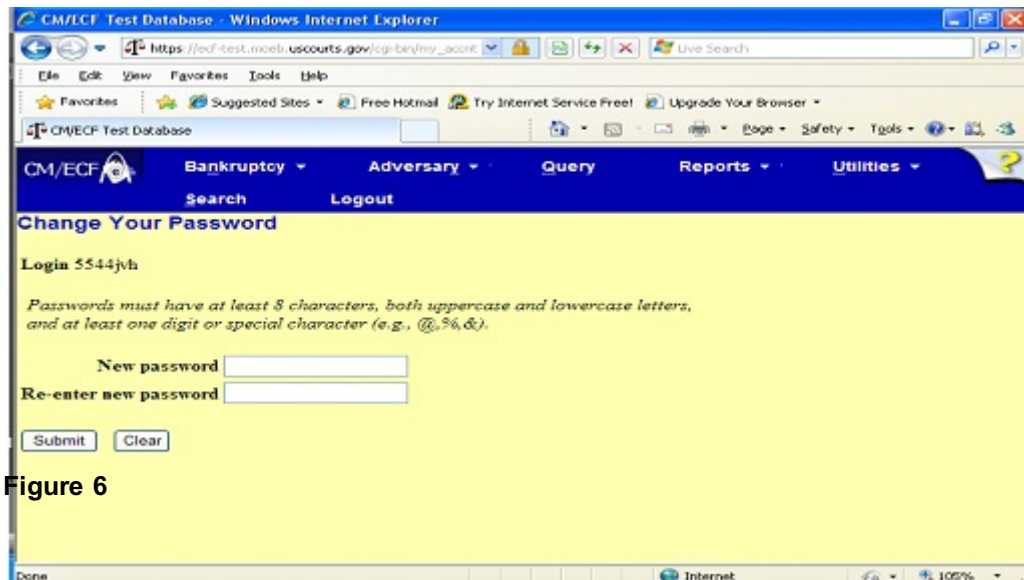


Figure 6

- ◆ You can change your own password here.

Remember:

- Change your password when a login and password are first assigned to you by the Court.
 - Change your password whenever the security of your account has been hindered.
 - Logins and passwords are case sensitive.
 - These are alphanumeric fields
 - Passwords have a maximum of 8 characters, both uppercase and lowercase letters, and at least one digit and special character (@, #, %)
 - 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. Passwords can be reset by the court.
- ◆ You must enter the new password twice. When you have entered the information as desired, click on **[Submit]**.

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.)

Id	Date	Case Number	Text
17429	03/21/2003 10:34:19	03-40002	Opened New BK Case 03-40002
17431	03/21/2003 11:06:01	4-03-bk-40002	Verification of Matrix Filed by Debtors Bill F. Jones, Mary J. Jones. (pfeatty,.)
17432	03/21/2003 11:31:39	03-40003	Opened New BK Case 03-40003
17433	03/21/2003 11:47:44	03-40002	insert 6 creditors loaded
17436	03/21/2003 12:01:13	4-03-bk-40002	Application to Pay Filing Fee in Installments Filed by Debtors Bill F. Jones, Mary J. Jones (pfeatty,.)
17448	03/21/2003 14:09:10		Updated person record: pfeatty Prd: 538
17449	03/21/2003 14:34:00	4-03-bk-40002	Motion for Adequate Protection, Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75, Filed by Creditor Friendly Financial (Attachments: # (1) Exhibit Summary) (pfeatty,.)
17454	03/21/2003 14:41:10	4-03-bk-40002	Notice of Hearing Filed by Creditor Friendly Financial (RE: related document(s)[8] Motion for Adequate Protection, Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75, Filed by Creditor Friendly Financial (Attachments: # (1) Exhibit
17455	03/21/2003 14:50:50	4-03-bk-40002	Response to (related document(s): [8] Motion for Adequate Protection Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75, filed by Creditor Friendly Financial) Filed by Debtors Bill F. Jones, Mary J. Jones (pfeatty,.)
17458	03/21/2003 15:07:18	4-03-bk-40002	Objection to Confirmation of Plan Filed by Creditor Friendly Financial (RE: related document(s)[4] Chapter 13 Plan. and summary Filed by Debtors Bill F. Jones, Mary J. Jones (RE: related document(s)[1] Chapter 13 Voluntary Petition. Receipt
17459	03/21/2003 15:11:09	4-03-bk-40002	Motion to Withdraw/Dismiss Document (related document(s) [8] Motion for Adequate Protection, Motion for Relief From Stay) Filed by Creditor Friendly Financial (pfeatty,.)
17460	03/21/2003 15:14:52	4-03-bk-40002	Withdrawal of Document Filed by Creditor Friendly Financial (RE: related document(s)[8] Motion for Adequate Protection Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75,.) (pfeatty,.)
17462	03/21/2003 15:23:33	4-03-bk-40002	Application to Employ Hank Schroeder as Auctioneer Filed by Debtors Bill F. Jones, Mary J. Jones (pfeatty,.)
17479	03/24/2003 10:40:39	03-40004	Opened New BK Case 03-40004
17480	03/24/2003 10:41:17	03-40004	insert 6 creditors loaded

Figure 7

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

NOTE: Your transaction activity is accessible to court systems staff and those who have access to your login and password.

FILING AGENTS

- ◆ Attorneys may now request to have Filing Agents set up and linked to their CM/ECF account, to file documents for them (See Figure 8.)
- ◆ The Transaction log will display who docketed what.

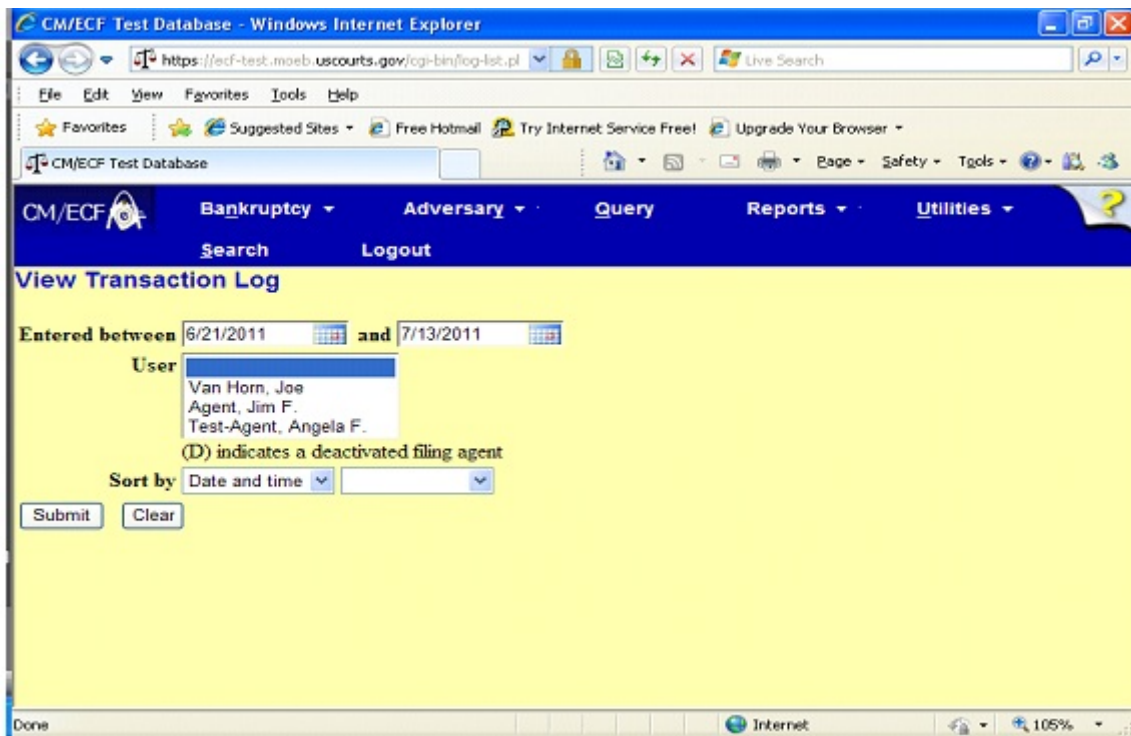


Figure 8