

FILING AGENTS

MIDDLE DISTRICT OF FLORIDA BANKRUPTCY COURT

ELECTRONIC LEARNING MODULE

INTRODUCTION

- The filing agent user was created to assist attorneys, trustees and the Office of the U.S. Trustee with input into the CM/ECF system.
- The filing agent files on behalf of an attorney or trustee, uses his or her own login and password and may be linked to multiple attorneys and trustees.
- Filing agents are not standard user types therefore; the notice of electronic filing (NEF) and docket text will only display the attorney or trustee's name as the filer, not the filing agents.
- If an attorney or trustee wishes the filing agent to receive e-mail at their own e-mail address, the filing agent's e-mail address must be placed in the "Send notices to these additional addresses" section of the attorney or trustee's person record (Utilities > Maintain Your ECF Account – Email information...)

ATTORNEY/TRUSTEE RESPONSIBILITIES

- Accepts full responsibility for any and all cases, documents and/or pleadings filed by the filing agent.
- Must protect and secure the password issued by the Court. Upon the addition of a filing agent to his/her CM/ECF account, agrees to immediately change his/her password.
- Agrees to immediately deactivate the filing agent from his/her CM/ECF account if the filing agent is no longer authorized to act as a filing agent. Once deactivated, the association between the filing agent and the attorney or trustee is severed.
- Agrees to have the filing agent review the Middle District of Florida's [CM/ECF Online eTraining modules](#).

FILING AGENT RESPONSIBILITIES

- Agrees to adhere to all rules and procedures of the United States Bankruptcy Court for the Middle District of Florida concerning electronic case management including, but not limited to, [Local Rules](#) and [Administrative Order FLMB-2003-4](#).
- Agrees to review the Middle District of Florida's [CM/ECF Online eTraining modules](#).
- Must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, the filing agent agrees to immediately change the password via the "Change Your CMECF Password" option in the Utilities menu.

FILING AGENTS

MIDDLE DISTRICT OF FLORIDA BANKRUPTCY COURT

FILING AGENT LOGIN FUNCTIONALITY

- The filing agent's permissions will mirror the attorney or trustee's unless he/she places restrictions (e.g., the inability to pay filing fees) on the filing agent's account.
- When the filing agent logs in to CM/ECF, the filer's name will display below the menu bar.
- Although filing agents are able to file documents with restricted images (e.g., Statement of Social Security Number(s)), they are unable to view them.
- Filing agents are not permitted to associate a default PACER login with their account.
- When a filing agent files on behalf of more than one attorney or trustee, the filing agent must select the appropriate attorney or trustee from the list at the login screen.
- The attorney or trustee selection may be changed at any time without logging out of CM/ECF via the menu bar.

CREATING A FILING AGENT

- Must be created by the attorney or trustee via the attorney or trustee's CM/ECF account.
- Two step process (creation and permissions).
- If the filing agent's name is found, **DO NOT** add them again. Select from the list and continue.
- The program will automatically assign a password. If you elect to change the password, remember to follow compliance guidelines noted on the screen. **Note:** Once created, the login/password of the filing agent can no longer be modified by the attorney or trustee.
- The address information for the filing agent will not be collected.

TRANSACTION LOG

- All transactions are logged.
- Transaction information is available to both the attorney/trustee and filing agent.
- The filing agent's name will only appear on the Transaction Log for the attorney or trustee.
- A new "User" filter option is available for an attorney or trustee with multiple filing agents.
- A "Sort by" option is also available.