CHAPTER 4

YOUR USER ACCOUNT



E-Mail Notification

Making Changes to Your User Account

E-MAIL NOTIFICATION

This module demonstrates the functions of the CM/ECF E-Mail Notification System. It will provide step-by-step instructions for editing the e-mail notification information.

- **STEP 1** Click on the <u>Utilities</u> hypertext link on the CM/ECF Main Menu.
- **STEP 2** The **Utility Options** screen displays.
 - Solution Click the Maintain Your ECF Account hypertext link.
- **STEP 3** The **User Account** screen displays.
 - Name, address and other user account information appears.
 - Click [Email Information]
- **STEP 4** The **Email Information screen** displays. (See Figure 1)

JECL	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout 🥂
E-mail information f (A primary e-mail add correct.)	or Alyson John ress is required	nson . You may mod	ify this add	ress but you n	nay not delete	the address	. Please verify the address is
P Send the notices sp ⊻ to my prima	rimary e-mail : ecified below ry e-mail addro	address alyso	on_johnso	n@flmb.usc	ourts.gov		
🗌 to these add	itional address	ses					
 Send notices in Send notices in 	cases in which these addition:	I am involved al cases					
 Send a notice fo Send a Daily Su 	r each filing mmary Repor	t					
Format notices	html format for text format for	r Netscape or cc:Mail, Grou	ISP e-mail upWise, ot	l service her e-mail s	ervice		
Return to Accou	int screen	Clear					



- Primary e-mail address: This field will contain your current e-mail address. Edit if necessary.
- Send the notices specified below: These two fields allow the entry of additional e-mail addresses to which notices will be sent.
 - to the primary e-mail address: To activate the notices, this box must be checked.
 - to these additional e-mail addresses: Type in additional e-mail addresses. Separate the addresses with a semi-colon. (This e-mail list is user maintained, and there is no limit to the number of addresses you may add).
- Send notices in cases in which I am involved: Checking this box will automatically an e-mail notification of filings in all cases in which the user is involved.
- Send notices in these additional cases: You do not have to be a participant in a case to receive e-mail notification of activity. The user can elect to be notified of activity in cases they have interest in however are not parties to. The case number format is O-YY-TT-NNNNN (This case number list is user maintained).
- Send a Notice for each filing: By checking this box you will receive e-mail notification each time a pleading or claim is filed on cases for which you are a participate in and cases you have specifically requested to be notified on. The notification will include the case number, name, docket text, and hyperlink.
- Send a Daily Summary Report: By checking this box you will receive a one e-mail notification every morning that lists in Summary format all cases that had activity from the day before. The Summary includes the case number, name, docket text, and hyperlink.

NOTE: You can not elect to receive both separate notices and summary report.

Format notices: You will choose to receive notices in either html or text format. The default is html format.

- **STEP 5** If changes have been made to the screen, be sure to click **[Return to Account screen]**
- **STEP 6** At the Account Screen, click **[Submit]** to be sure changes have been saved.

Note: Selecting [More User Information] at the account screen allows you to change your password. (See following section on Making Changes to Your ECF Account).

Sample of the **Immediate Notification E-mail** (See Figure 2)

bnc@flmb.uscourts.gov 02/08/2007 02:08 PM	To Courtmail@flmb.uscourts.gov cc							
Subj	ect 6:03-bk-00325 Motion to Dismiss Case							
NOTE TO PUBLIC ACCESS USERS You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.								
U.S. Bankruptcy Court								
Middle District of Florida								
Notice of Electronic Filing								
The following transaction was received from Wiley, Alyson entered	on 2/8/2007 at 2:08 PM EST and filed on 2/8/2007							
Case Name:	Name: Harry Henderson							
Case Number:	Number: <u>6:03-bk-00325</u>							
Document Number:	<u>4</u>							
Docket Text: Motion to Dismiss Case Filed by Alyson Wiley on behalf of Debtor	Harry Henderson. (Wiley, Alyson)							
The following document(s) are associated with this transaction:								
Document description:Main Document								

Figure 2

Sample of the **Daily Summary Notification E-mail** (See Figure 3)

brc@limb.uscourts.gov 05/07/031200 AM cc. Subject Summary of ECF Activity					
Activity has occurred in the following cases: <u>6:03-bk-03394-AB Marion S. Perry</u> Pro Memo/Report of 341 Meeting - Meeting of Creditors Concluded					
Docket Text: 341 Proceeding Memo. Meeting of Creditors Concluded (related document(s)[2]). [Iannarelli, Ann)					
8:03-bk-03192-AB Dennis Jeffrey Johnson Proof of Claim Filed <u>1</u> 8:03-bk-03192-AB Dennis Jeffrey Johnson Motion to Dismiss Case <u>4</u>					
Docket Text: Motion to Dismiss Case <i>For failure to appear at the 341 meeting</i> Filed by Trustee Ann Iannarelli. (Iannarelli,					

Figure 3

MAKING CHANGES TO YOUR USER ACCOUNT

This module demonstrates the changes you can make to your User Account through CM/ECF. You may opt to change your email address, add additional email addresses, or change your ECF password. (Your login name is static and cannot be changed.)

Note: You should **not change your address** in the User Account section. If you need to submit an address change, you should use the forms located at <u>http://www.flmb.uscourts.gov</u>

To change or add email addresses:

- **STEP 1** Click on the <u>Utilities</u> hypertext link on the CM/ECF Main Menu.
- **STEP 2** The **Utility Options** screen displays.
 - Solution Click the Maintain Your ECF Account hypertext link.
- **STEP 3** The **User Account** screen displays.
 - Name, address and other user account information appears.
 - Click [Email Information]
- **STEP 4** The **Email Information screen** displays. (See Figure 2)

SECF	Bankruptcy	Adversary	Query	Reports	Utilities	Search	Logout	3
E-mail informati	on for Alyson Joh	nson						
(A primary e-mail	address is required	l. You may mod	ify this add	ress but you r	nay not delete	e the address	. Please verify the addre	ess is
correct.)	Primary e-mail	address alyse	on_johnso	on@flmb.usc	ourts.gov			
Send the notices	specified below							
🗹 to my pri	mary e-mail addr	ess						
to these	additional addres	ses					~	
Send notices	in cases in which	I am involved						
Send notices	in these addition	al cases						
Send a notic	e for each filing							
Send a Daily	Summary Repor	rt						
Format notices								
	text format format	r cc:Mail, Gro	upWise, o	ther e-mail s	ervice			
Return to A	ccount screen	Clear						



- Solution To change your address, click inside the Primary e-mail address box, and make the necessary edits or delete and enter your new address.
- To add additional addresses, type in additional e-mail addresses in the box designated. Separate the addresses with a semi-colon. (This e-mail list is user maintained).
 Note: if you wish to receive notices at those addresses, be sure to check the box next to the text "to these additional addresses".
- If changes have been made, click [Return to Account screen].

To change your ECF password

- **STEP 1** Click on the <u>Utilities</u> hypertext link on the CM/ECF Main Menu.
- **STEP 2** The **Utility Options** screen displays.
 - Click the <u>Maintain Your ECF Account</u> hypertext link.
- **STEP 3** The **User Account** screen displays.
 - Name, address and other user account information appears.
 - Click [More user information].
- **STEP 4** Click inside the **Password** box, delete the text (encoded and shown as asterisks) and type in your new password. Make sure it reads exactly as you want it to read.

Note: Keep a copy of your password – the Court will not be able to retrieve it.

STEP 5 Click [**Return to Account Screen**] to submit.