

Dear Point & Click:

Submitted by Sara Mason, Sarah Wiener, and Raymond Waguespack

- Q. I am a newly registered electronic filer in the United States Bankruptcy Court Middle District of Florida. Do you have any filing tips for new users?
- A. Yes, we do. Thanks for asking! Drumroll please ...
1. **Electronic Signatures**: Your CM/ECF login is your signature. You are required to either affix an electronic signature, /s/ Typed Name, or scan a document with your “pen to paper” signature. Because your login represents your signature, it may not be used to file documents for another attorney.
 2. **Forgotten Password**: If you forget your password to the Court’s electronic filing system, a recovery process is available on the Court’s website. To complete the recovery process, you must know your username/login and the primary email address associated with your account.
 - Password Recovery: <https://pacer.flmb.uscourts.gov/fwxflmb/ecfpwd/ecfpw.fwx>
 3. **Change of Address / Change of Law Firm**: If your firm relocates or you change law firms, you must notify the Court immediately, even if you do not intend to maintain a Bankruptcy Practice with your new firm. Online forms are available on the Court’s website to facilitate the process. You must also update your address or firm information with the Florida Bar, Middle District, and any other Court in which you may file. Programs used in conjunction with the preparation of documents to be filed in the Court may also require an update.
 - Change of Address: <http://pacer.flmb.uscourts.gov/cmecf/changeaddress.asp>
 - Change of Law Firm: <http://pacer.flmb.uscourts.gov/cmecf/changelawfirm.asp>
 4. **Electronic Communication**: The Court’s website contains a wealth of information, and you are encouraged to view it regularly for announcements and news. The Court also maintains a social media presence on Facebook and Twitter. CM/ECF informational updates, updated Court Procedures, and other Court news announcements are often posted. For example, if the CM/ECF system is having maintenance or is down for an unscheduled time, it is posted to Facebook and broadcasted via Twitter, in addition to being posted on the Court’s

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website. Authorized users can also subscribe to the Court's web delivery service to receive Court information via email notification.

- Court's Website: www.flmb.uscourts.gov
- Facebook: <https://www.facebook.com/bankruptcycourt>
- Twitter: <https://twitter.com/floridamiddle>
- Web

Delivery: https://public.govdelivery.com/accounts/USFEDCOURTS/subscriber/new?category_id=USFEDCOURTS_C94

5. **CM/ECF Search Feature**: When filing a document through the Court's CM/ECF System, if you are unsure what event to select, a *Search* feature is available on the Main Menu. Information on the Search feature can be found through the following link:

- Search in
CM/ECF: <http://www.flmb.uscourts.gov/cmecf/documents/attorneyeventguide.pdf>