



A Message From Your Point & Click Authors

Happy New Year! Each new year is a good time to take inventory of your CM/ECF Profile Information, District Court Admission Status, and Florida Bar Information.

CM/ECF Profile Review

Your CM/ECF Profile Information should be reviewed for each court for which you are an authorized user (unfortunately updating your information with one court does not update your information for other courts). For our purposes here, we will focus on the Profile Information for the United States Bankruptcy Court for the Middle District of Florida, though the process for reviewing your CM/ECF account information for other federal courts should be similar. Keeping your contact information current is crucial to ensure proper service of case documents and receipt of important Court announcements.

To verify the information in your CM/ECF Profile:

- Login to CM/ECF as if filing a document.
- Select Utilities from the Main Menu Bar.
- Select Maintain Your ECF Account

Step 1: Review the information on the initial screen. This information includes your name, firm name, address (where documents would be served at), phone number, and fax number. If your phone or fax number needs to be changed, you can change it from this screen. If your firm name or address needs to be changed, you must contact the CM/ECF Help Desk, echelp@flmb.uscourts.gov, for help.

Step 2: Left-click [E-mail Information]. Review the e-mail address(es) associated with your account. If an e-mail address needs to be changed, added, or removed, you can do that from this screen. Left-click [Return to Account screen].

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Step 3: Left-click [More User Information]. If you have Filing Agents associated with your account, they will be displayed at the bottom of this screen. If so, review the list of Filing Agents. If any of the listed Filing Agents should no longer have access to file documents on your behalf, check the box to the left of the name(s). Left-click [Return to Account screen].

Step 4: Left-Click [Submit]. You should receive confirmation that any changes you made were successful. If you do not, contact the CM/ECF Help Desk, ecfhelp@flmb.uscourts.gov.

District Court Admissions

Attorneys are eligible to practice in the Bankruptcy Court based on their admission to practice in the United States District Court for the Middle District of Florida.

The District Court's membership renewal period ended on December 31, 2020. If you failed to renew your admission, you are no longer eligible to practice in the Middle District of Florida and must re-apply to the Middle District Bar. www.flmd.uscourts.gov

Soon, the Bankruptcy Court Attorney Roll will be compared to the District Court's roll, and any attorney whose admission has lapsed will lose his or her filing access in the Bankruptcy Court.

Florida Bar Profile

Visit www.floridabar.org to verify your contact information is current with the Florida Bar. From the home page, left-click Login, to access your profile.