

Changing/Resetting Your ECF Password

Docketing Event

N/A

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

N/A

Fee: N/A

Applicable Chapters: All

Implemented: 4/30/2019

Last Revision: 4/30/2019 10:39:37 AM

Description

To change your password in CM/ECF, go to Utilities → Change Your Password (located under Your Account). Once changed, log out and log back in to ensure you can access the filing system with your new password.

Once a login (user name) and password are issued, your password cannot be retrieved by the Clerk's Office.

If you do not recall your password, you can obtain a new password through the Court's on-line Password Recovery Program. A link to the program is available on the Court's website or through this link:

<https://pacer.flmb.uscourts.gov/fwxfmb/ecfpwd/ecfpw.fwx>.

You must provide your login name and the primary e-mail address associated with your filing account when completing the form.

Before completing the form, remember:

- Generally, each court unit requires a separate login for access to CM/ECF. PACER logins are required for viewing case related reports and documents in every federal court.
- Some courts now use the "Next Generation" of CM/ECF. This program includes *Central Sign On*. Once all courts use "Next Generation," this feature will allow electronic filers to use the same login and password for filing electronically in any federal court. **The United States Bankruptcy Court for the Middle District of Florida has not yet moved to the "Next Generation" of CM/ECF.**
- Entering the correct login will ensure a new password is created. This Court's login does not include your bar identification number.
- Logins are case sensitive and, generally, do not include capital letters. Make sure your "Caps Lock" setting on your keyboard is off when entering your login information.

- The e-mail address entered in the recovery form must be the primary email address associated with the filing account. If you have changed law firms, or otherwise changed your email address, the recovery process will not work.

If the information entered in the password recovery form corresponds with the information the Court has on file, an e-mail containing a new password will be sent to the e-mail address in the form. The new password is contained in a link within the e-mail. **The e-mail cannot be forwarded to another e-mail address or the password will be void.**

If you do not receive an e-mail within 15 minutes, there was an issue with the recovery process. Please contact the Help Desk at ecfhelp@flmb.uscourts.gov.