

Maintain Your ECF Account

Docketing Event

N/A

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

N/A

Fee: N/A

Applicable Chapters: All

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Description

Some information associated with your filing account is protected and must be updated by a member of the Clerk's Office. However, electronic filers may update their phone number, fax number, and e-mail addresses. Electronic filers may adjust the method by which they receive electronic notices and the information in those notices.

Please note: Based on the nature of the updates made and whether you are associated with any cases in our Court, you may be presented with the number of "Submit" buttons noted in each section below. Once you have updated the applicable information, please click each "Submit" button presented to complete the update process. If you do NOT receive a confirmation that your changes were successful, you can assume they failed.

To update a phone or facsimile number:

- Login to CM/ECF, as if filing a document;
- Select "Utilities" from the Main Menu Bar;
- Select "Maintain Your ECF Account" (located under the heading: **Your Account**);
- Update the phone or fax number by entering the updated number in the appropriate text box;
- Left-click "Submit"; and
- Left-click "Submit" again.

You will receive a receipt that the update succeeded.

To update an email address:

- Login to CM/ECF, as if filing a document;
- Select "Utilities" from the Main Menu Bar;
- Select "Maintain Your ECF Account" (located under the heading: **Your Account**);
- Left-click "Email information" (located toward the bottom of the screen);
- Update the e-mail address (in both email fields) and click "Return to Account screen."

❖ **Note: You may update the primary e-mail address and/or the secondary e-mail address from this screen. If adding multiple e-mail addresses, you may only do that in the secondary e-mail address field. You should NOT separate the e-mail addresses by commas, colons, or semicolons. Instead, click “Enter” to move to the next line in the text box.**

- Left-click “Submit”; and
- Left-click “Submit” again.

You will receive a receipt that the update succeeded.

To add a secondary email address:

- Login to CM/ECF as if filing a document;
- Select “Utilities” from the Main Menu Bar;
- Select “Maintain Your ECF Account” (located under the heading: **Your Account**);
- Left-click “Email information” (located toward the bottom of the screen);
- Add the additional e-mail address in the secondary e-mail address fields;
 - ❖ **Note: If adding multiple e-mail addresses, you should NOT separate the addresses by commas, colons, or semicolons. Instead, click “Enter” to move to the next line in the text box.**
- Check the box to the left of Send the notices specified below *to the secondary address* and left-click “Return to Account screen”;
- Left-click “Submit”; and
- Left-click “Submit” again.

You will receive a receipt that indicates the update succeeded.

To “watch” a case without filing a Notice of Appearance (or other document):

- Login to CM/ECF as if filing a document;
- Select “Utilities” from the Main Menu Bar;
- Select “Maintain Your ECF Account” (located under the heading: **Your Account**);
- Left-click “Email information” (located toward the bottom of the screen);
- Check the box to the left of *Send notices in these additional cases*;
- Enter the complete case number in the text box;
 - ❖ **Note: The format should be Office Code: Year-Case Type-Case Number, i.e. 8:15-bk-00234 or 3:10-ap-00055.**
- Left-click “Return to Account Screen”;
- Left-click “Submit”;
- Left-click “Submit” again, if applicable

You will receive a receipt that the update succeeded.

Please remember: While you will receive electronic notifications, because you are not a “participant” in the case, you may not have the free view of the document. If the case number is

listed in this field, it will always prevent you from receiving the free look. Should you become a case participant by filing a document in this case, you must remove the case number from this screen so that you will no longer be prevented from receiving the free look. **To discontinue notices for Bankruptcy Cases related to Adversary Proceedings in which you are not a participant:**

By default, attorneys receive electronic notification in any Bankruptcy Case related to any Adversary Proceeding in which they are a participant. To discontinue notices in the Bankruptcy Case:

- Login to CM/ECF as if filing a document;
- Select “Utilities” from the Main Menu Bar;
- Select “Maintain Your ECF Account” (located under the heading: **Your Account**);
- Left-click “Email information” (located toward the bottom of the screen);
- Left-click the radio button to the left of *Send notices for adversary proceeding in which I am directly involved but not for their related bankruptcy cases*;
- Left-click “Return to Account Screen”;
- Left-click “Submit”; and
- Left-click “Submit” again.

You will receive a receipt that the update succeeded.

Remember: If required by the Court, you may receive notices for some Bankruptcy Cases even if you do not elect to receive notices.

To update or change the format of the Notices of Electronic Filing you receive:

Attorneys may receive (1) a Daily Summary Report that generates one e-mail just after midnight and includes the previous day’s activity or (2) a notice for each filing that generates an e-mail each time a paper is filed. To change the format of the notices you receive:

- Login to CM/ECF as if filing a document;
- Select “Utilities” from the Main Menu Bar;
- Select “Maintain Your ECF Account” (located under the heading: **Your Account**);
- Left-click “Email information” (located toward the bottom of the screen);
- Left-click the radio button to the left of the notification you would like to receive.
 - **“Send a notice for each filing”** results in the immediate notification of any document entered in any case to which you are associated.
 - **“Send a Daily Summary Report”** results in one summary notification of all activity that occurred in the cases to which you are associated. This summary is delivered shortly after midnight the day following the activity. For example, activity that occurred on Wednesday will be included in the summary delivered on Thursday.
- Left-click “Return to Account screen”;
- Left-click “Submit”; and
- Left-click “Submit” again.

You will receive a receipt that the update succeeded.

Remember: All recipients of these notices will receive the same type of notification.