

CM/ECF Maintain User Accounts (for Attorneys/Trustees)

All CM/ECF users will have an account with a user login and password. Only court staff with permissions to access the Maintain User Accounts Menu under Utilities can create new user records. Non-court users will be given access to maintain their own account information through **Maintain Your ECF Account**. Using this option, users can update their mailing and e-mail addresses and phone and fax numbers. Users can therefore control the accuracy of their own information in a timely manner.

This module provides functionality for attorneys and trustees to setup or modify:

- , address information
- , email information
- , electronic noticing settings

STEP 1 After clicking on **Utilities** on the CM/ECF Main Menu bar, select **Maintain Your ECF Account**, which is found under the Your Account category. (See Figure 1.)



Figure 1

STEP 2 Your user account screen will appear. (See Figure 2.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Maintain User Account

Last name Williams First name Bruce
Middle name Generation
Title Esq. Type aty
Office Williams & Baronofsky
Address 1 555 Huntington Place
Address 2
Address 3
City Eau Claire State WI Zip 54701
Country County
Phone Fax
SSN 123-45-6789 Tax Id
Bar Id Bar status Mail group
Initials DOB AO code End date

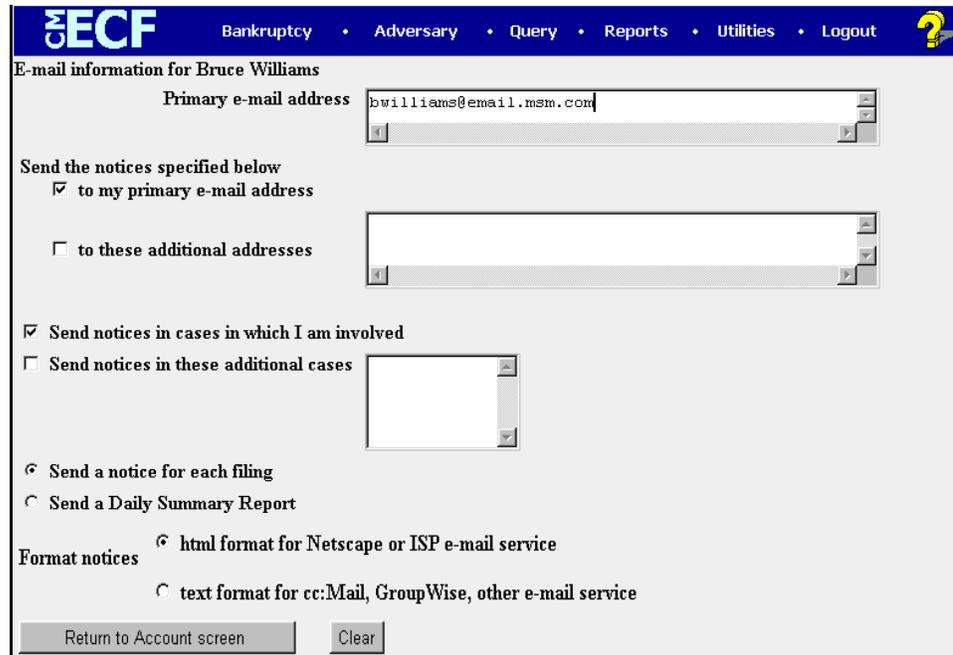
Email information...

Submit Clear

Figure 2

On this screen you can update your personal information. If you wish to update your email information or select options regarding how you want to be informed about case activity, see **STEP 3**. When it is correct, click on **[Submit]** to save the changes.

STEP 3 If you click on **Email information**, your email address screen will be displayed. (See Figure 3.)



The screenshot shows the 'E-mail information for Bruce Williams' page. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area includes a text input field for the 'Primary e-mail address' containing 'bwilliams@email.msm.com'. Below this, there are two sections for selecting notices: 'Send the notices specified below' with a checked option 'to my primary e-mail address' and an unchecked option 'to these additional addresses'; and 'Send notices in cases in which I am involved' with a checked option 'Send notices in cases in which I am involved' and an unchecked option 'Send notices in these additional cases'. There are also radio buttons for 'Send a notice for each filing' (selected) and 'Send a Daily Summary Report'. Under 'Format notices', there are radio buttons for 'html format for Netscape or ISP e-mail service' (selected) and 'text format for cc:Mail, GroupWise, other e-mail service'. At the bottom, there are two buttons: 'Return to Account screen' and 'Clear'.

Figure 3

On this screen, you can update your email information and select options regarding how you want to be informed about case activity. When you have entered information as desired, click on **[Return to Account screen]**.

NOTE: As you are involved in more cases, you can update this screen whenever you desire.

STEP 4 Your user account screen will appear again.

When all of your account information is correct, click **[Submit]** to save the information.

STEP 5 A list of the cases you are associated with will then appear. (See Figure 4.)



Figure 4

On this screen, you select the cases which you would like the updated information to apply to. If you want just one case, scroll down to see it, if necessary, and click on it to highlight it. If you want several cases, hold down the Control key after selecting the first one and click on the others, one at a time, to highlight them. If you want this new information to apply to all of the cases, click on *****Update All***** at the top of the list.

When you have all of the desired cases or *****Update All***** highlighted, click **[Submit]** to apply the new information.

The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**, including **Logout**, if desired.