

# MAINTAINING YOUR ECF ACCOUNT

## Changing your Firm Name, Address, Telephone, or E-Mail Address

When logged in with your ECF password for the US Bankruptcy Court, click on the **Utilities** Menu.



From the **Utilities** menu, Select **Maintain your ECF Account**.

### Utilities

<b>Your Account</b> <a href="#">Change Your PACER Account</a> <a href="#">Change Your Password</a> <a href="#">Internet Payment History</a> <a href="#">Internet Payments Due</a> <a href="#">Maintain Your ECF Account</a> <a href="#">Review Billing History</a> <a href="#">View PACER Account Information</a> <a href="#">View Your Transaction Log</a>	<b>Edit Data</b> <a href="#">Edit Claims</a>  <b>Miscellaneous</b> <a href="#">Court Information</a> <a href="#">Mailings...</a> <a href="#">Verify a Document</a>	<b>Systems Administration</b>  <b>E-Orders</b> <a href="#">E-Orders Utilities</a>
---	--	--

Using **ALL CAPITAL LETTERS**, update information as appropriate. To update your e-mail address, click on **Email information**.

### Maintain User Account

Last name	ATTORNEY	First name	IMA
Middle name		Generation	
Title		Type aty	
Office	TOM DICK & HARRY ASSOC	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1	123 N FIRST AVE #123		
Address 2			
Address 3			
City	PHOENIX	State	AZ
		Zip	85008
Country		County	
Phone	602-402-1133	Fax	
SSN / ITIN		Tax ID / EIN	
Bar ID		Bar status	
Initials		DOB	
		Mail group	
		AO code	Person end date

Enter and confirm updated primary e-mail address (using lower case letters). If desired, enter a secondary e-mail address. If entering a secondary address, be sure to check the box to send notices to the secondary address.

If you would like to receive e-mail notification in a case in which you are not a party, check the box **Send notices in these additional cases** and enter the case numbers. PACER will not allow a free look at documents filed in these additional cases as you must be a party in the case to receive the free look in PACER.

After all information has been updated, click on **Return to Account screen**.

**Email information for IMA ATTORNEY**

<b>Primary email address</b>	<input type="text" value="attorney4you@yahoo.com"/>	<b>Reenter primary email address</b>	<input type="text" value="attorney4you@yahoo.com"/>
<b>Secondary email address</b>	<input type="text"/>	<b>Reenter secondary email address</b>	<input type="text"/>

**Send the notices specified below**

- to my primary email address
- to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases  
*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*

Send a notice for each filing

Send a Daily Summary Report

**Format notices**  HTML  
 Text

If update applies only to Open cases, deselect Closed cases. Click **Submit**.

**Person / Search Open and/or Closed Cases**

**Searching for existing Party Records**

- Open cases
- Closed cases

To update all cases to which you are a party, leave at the default **Update All**. To apply update only to specific cases, select only those cases (hold down the Ctrl key to add additional cases). After all cases have been selected, click **Submit**.

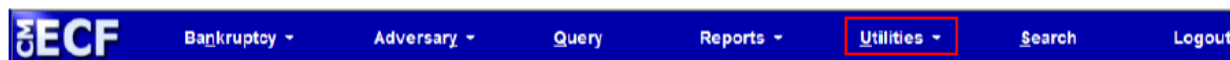
**Searching for existing Attorney Records**  
*Select the cases to be updated*

\*\*\* Update All \*\*\*  
\*\*\* Update Open \*\*\*  
\*\*\* Update Closed \*\*\*  
0:2006-bk-00018-RJH ADA SMITH  
0:2009-bk-00382-EWH GO FOR THE MOON (Closed)  
2:2006-bk-00049-RTB ADA SMITH  
2:2006-bk-00069-SSC BANANAS SMITH  
2:2007-bk-00007-RJH JANE SUBZERO  
2:2007-bk-00007-RJH JANE SUBZERO  
2:2007-bk-00007-RJH JANE SUBZERO

Submit Clear

## Changing your ECF Password

When logged in with your ECF password for the US Bankruptcy Court, click on the **Utilities** Menu.



From the **Utilities** menu, select **Change Your Password**.

**Utilities**

**Your Account**  
[Change Your PACER Account](#)  
[Change Your Password](#)  
[Internet Payment History](#)  
[Internet Payments Due](#)  
[Maintain Your ECF Account](#)  
[Review Billing History](#)  
[View PACER Account Information](#)  
[View Your Transaction Log](#)

**Edit Data**  
[Edit Claims](#)

**Miscellaneous**  
[Court Information](#)  
[Mailings...](#)  
[Verify a Document](#)

**Systems Administration**

**E-Orders**  
[E-Orders Utilities](#)

Enter and confirm your new password and click **Submit**.

**Change Your Password**

Login kratty

*Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).*

New password

Re-enter new password

Submit Clear