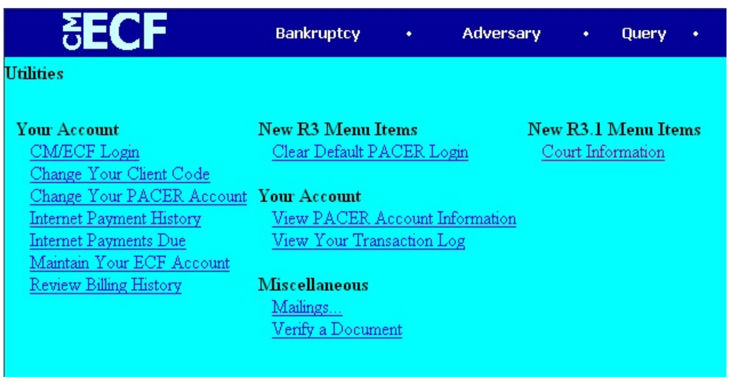
Maintaining Your ECF Account

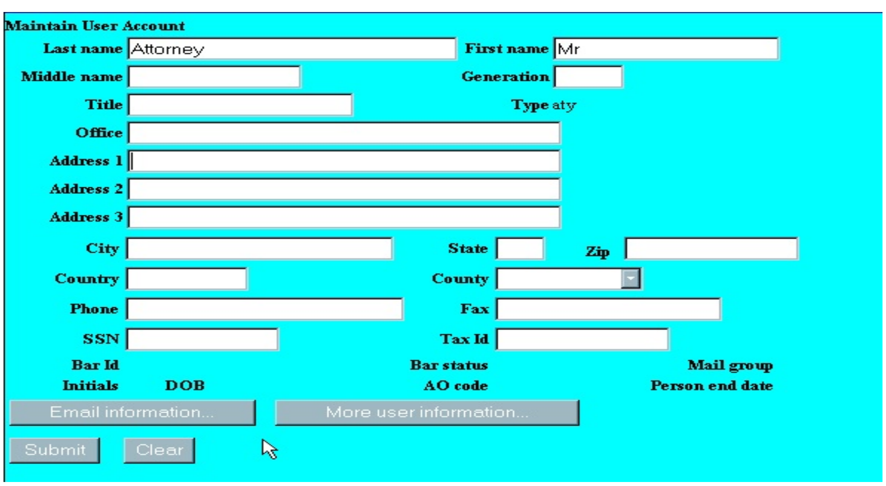
This function allows you to update your personal information and instructions about email notification.

STEP 1 Select **Utilities** from the Main Menu.

♦ Click on the **Maintain Your ECF Account** hypertext link from the *Your Account* menu.

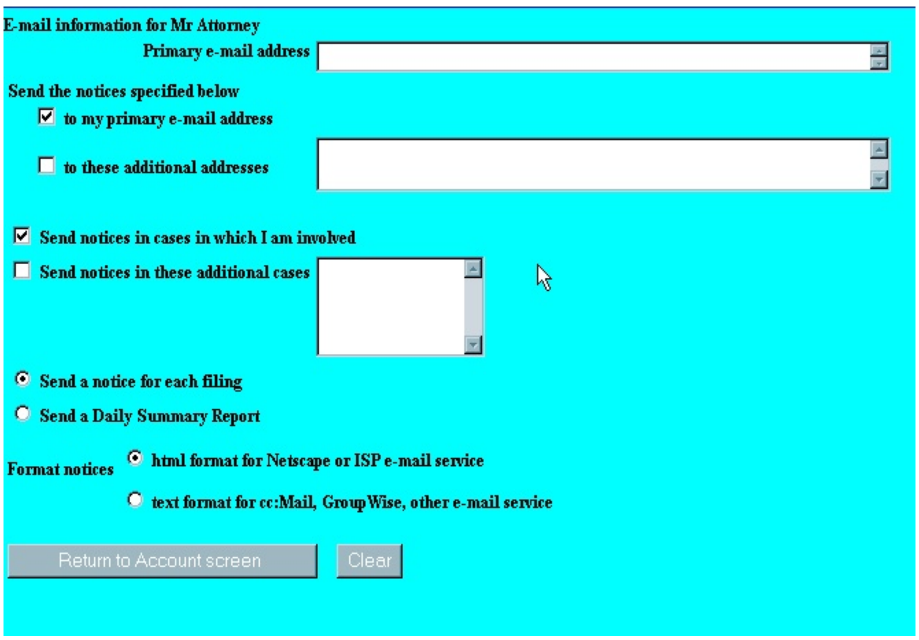


STEP 2 The **Maintain User Account** screen displays.



- Make appropriate changes or additions to your name, address telephone number and/or fax number.
  [NOTE: DO NOT ENTER YOUR SSN, TAX ID OR DOB].
- **Email information...** button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 3.
- **More user information...** button allows you to change your password, see Step 4.
- Click on **Clear** button to clear changes you may have made.

STEP 3 Click on the **Email information** button, the following *E-mail information* screen will display.



- **Primary e-mail address** - specify the complete address.

- **Send the notices specified below** - select one or both options.
  - **to my primary e-mail address**
  - **to these additional addresses** - add additional email addresses in text box.

- To receive notices for a case in which you are not involved, check the box for **Send notices in these additional cases** and add the case number(s) in the text box.

- Select the appropriate radio button to receive notice of electronic case filing for each case (**Send a notice for each filing**) or a summary report containing all cases (**Send a Daily Summary Report**). The Daily Summary Report will be generated at the end of each day.

- **Format notices** - select appropriate format.
  - **html format for Netscape or ISP e-mail service**
  - **text format for cc:Mail, GroupWise, other e-mail service**

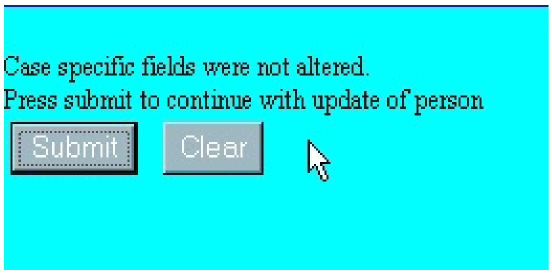
- Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.

- Click on **Clear** button to clear changes you may have made.

STEP 4 Click on the **More user information** button - your login and password information will display.

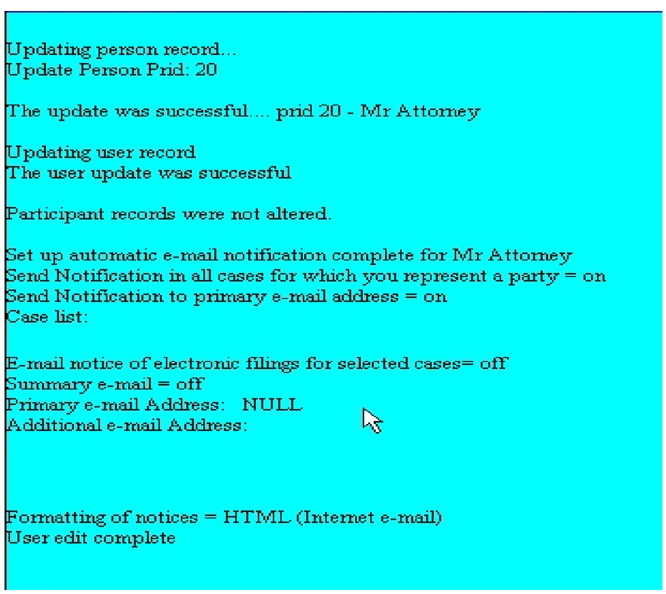
- **Password** - you may change your password. Note: When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.
- Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.
- Click on **Clear** button to clear changes you may have made.

STEP 5 After making appropriate changes/additions, click on the **Submit** button, the live system will display all cases in which you are involved (the training database is being used in this example therefore no cases appear on this screen).



- **Update All** - default selection, click **Submit** button to have address information spread to all cases.
- To have address update spread to specific cases but not all, hold down <**Ctrl**> key on keyboard while clicking on specific cases.
- Click on **Submit** button to update your account.
- Click **Clear** button to clear selection.

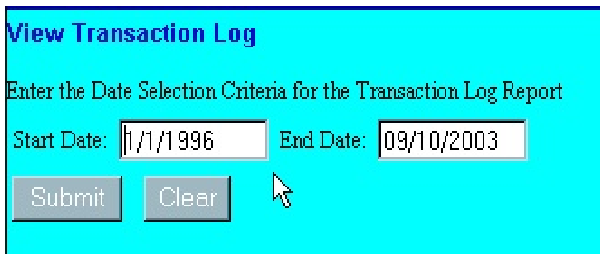
STEP 6 The **Update Person** information screen will be displayed.



View Your Transaction Log

Displays details of all transactions (docketing) that the current user has entered into CM/ECF for a specified time period.

STEP 1 Select **Utilities** from the Main Menu, click on **View Your Transaction Log** hypertext link from the *Your Account* menu. *View Transaction Log* screen displays.



- ♦ Click in the dialog boxes of **Start Date: and End Date:** and type the dates for the report you want displayed.
- ♦ Click on **Submit** after completing date selection or **Clear** to reset search criteria.

STEP 2 The **Transaction Log** screen displays.

Transaction Log
Report Period: 01/01/1996 - 09/10/2003

Id	Date	Case Number	Text
7573	06/12/2003 11:39:48	03-20786	Opened New BK Case 03-20786
7574	06/12/2003 13:32:15	2-03-bk-20786	Motion by Creditor GMAC Financial Services to Lift Automatic Stay upon 1998 Cavalier with Notice of Motion and with Certificate of Service. Objections Due: 6/27/2003. Receipt # CC, Fee Paid $75 (Attachments: # (1) Exhibit Sales Contract) (atygjb
10239	09/04/2003 17:02:14	2-03-bk-20780	Motion by Attorney Arthur M. Standish to Avoid Judicial Lien held by Beneficial and recorded in Nicholas County at Book #444, Page #333 with Notice of Motion and with Certificate of Service. Objection Due: 9/24/2003. (atygjb,)

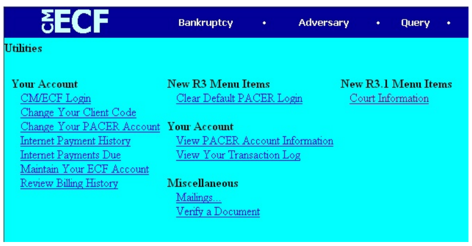
Total Number of Transactions: 3

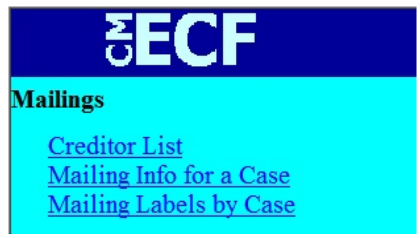
- ♦ To print transaction log, click on **Print** from your *Browser's* toolbar.
- ♦ To continue, click *Main Menu* option of your choice.

Mailings... Creditor Mailing Matrix

The **Creditor Mailing Matrix** report displays the list of creditors for a specific case. **Access to the Creditor Mailing Matrix requires your PACER login and password**. The list contains those creditors uploaded at case opening and may or may not include parties who have filed/docketed a pleading to the case. All creditors on this report were added through the Creditor maintenance option of the system and used by the BNC (Bankruptcy Noticing Center) for Court generated notices.

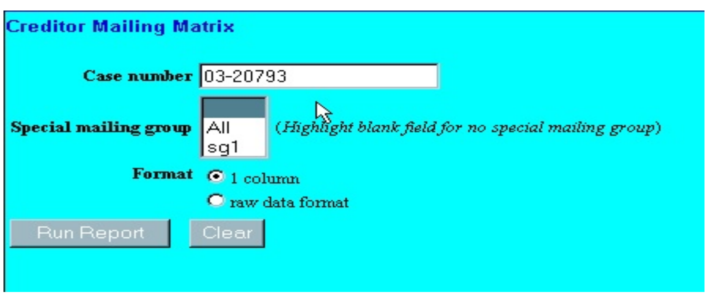
STEP 1 Select **Utilities** from the ***Main Menu***.





- Click on **Mailings** from the ***Miscellaneous*** menu.
- Click on **Creditor List**.
- **Your PACER login screen will display. After entry of your PACER login and password, continue with the following steps**.

STEP 2 The **Creditor List** screen displays.

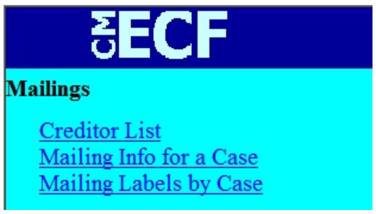


- Enter **Case Number**.
- Click to select appropriate **Format** radio button.
- Click on **Run Report** or **Clear** to reset search criteria.
- **Search Results** screen displays listing creditors for case specified.
- To print, click on **Print** button from browser toolbar.

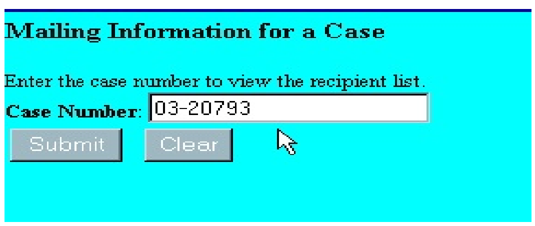
Mailings... Mailing Info for a Case

Displays a list of those who receive e-mail notices and those who require manual noticing for a specific case.

STEP 1 Select **Utilities** from the ***Main Menu***, click on **Mailings** from the ***Miscellaneous*** menu. Select **Mailing Info for a Case**.

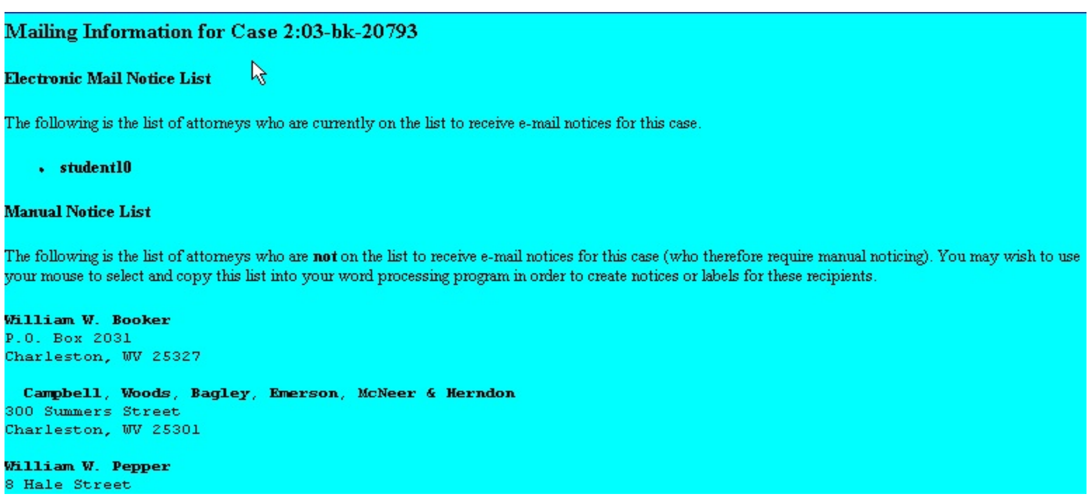


STEP 2 The **Mailing Info for a Case** screen is displayed..



- Enter the Case Number
- Click on the **Submit** button.

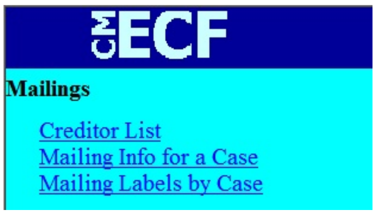
STEP 3 **Mailing Information** screen for specified case displays.



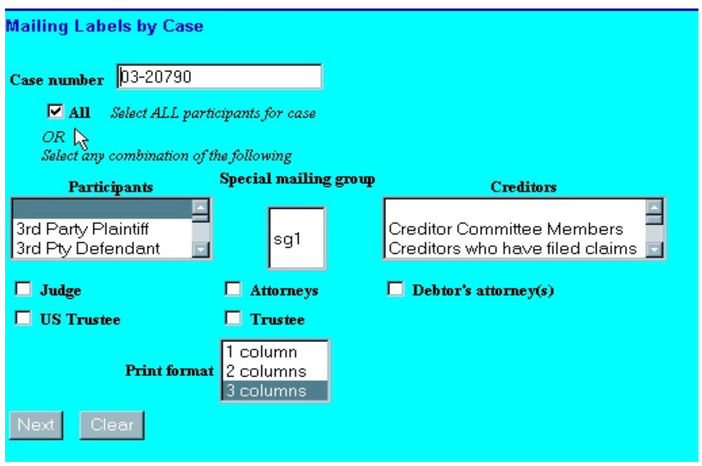
Mailings... Mailing Labels by Case

Displays name/address data in label format for a specific case. Parties who appear on this report consist of both uploaded creditors from schedules AND parties who have filed a pleading in the case.

STEP 1 Select **Utilities** from the ***Main Menu***, click on **Mailings** from the ***Miscellaneous*** menu. Select **Mailing Labels by Case**.

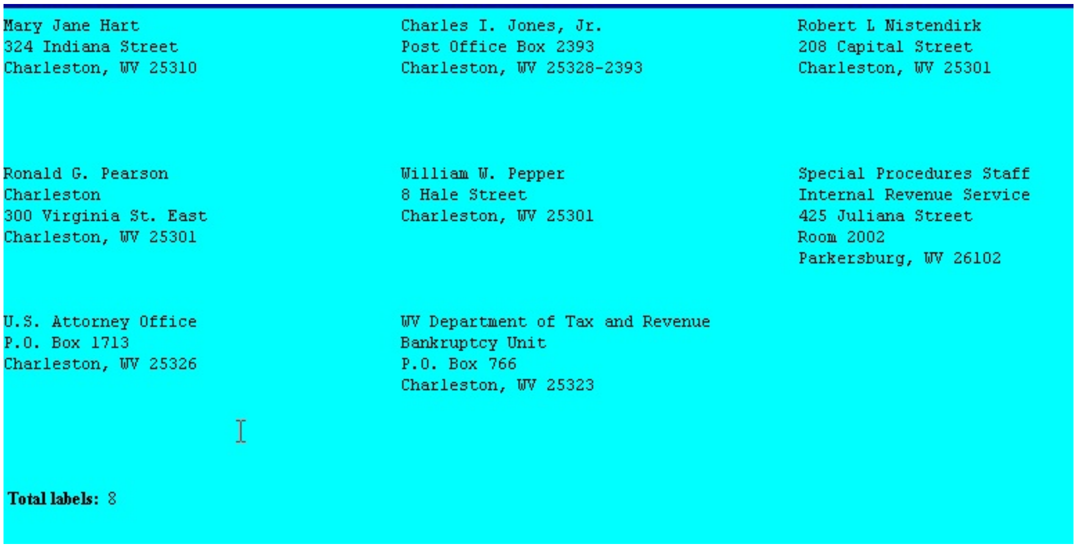


STEP 2 The **Mailing Labels by Case** screen is displayed .



- **Case number** - enter *Case Number*.
- **All** - select all participants for case or select specific criteria. To select two or more items from the above fields, press <**Ctrl**> button then click on each item to be included.
- **Participants** - select and click specific participants.
- **Creditors** - select and click specific participants.
- **Judge/Attorneys/US Trustee/Trustee** - click in box to include one or more.
- **Print format** - only the 3 column format is available at this time..
- Click on **Next** to continue or **Clear** to reset.

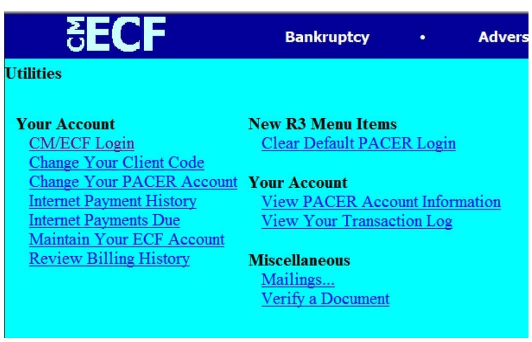
The mailing labels screen displays:



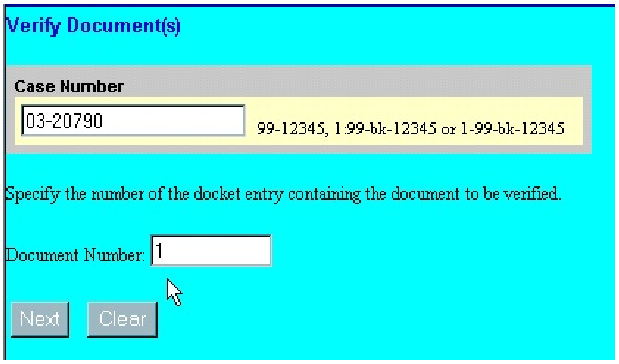
Verify a Document

Verifies that the electronic "signature" of a document is the same as when the document was filed. If it is different, the document has been altered.

STEP 1 Select **Utilities** from the ***Main Menu***, click on **Verify a Document** hypertext link from the ***Miscellaneous*** menu.



STEP 2 The **Verify Document(s)** selection screen displays.



- **Case Number** - enter case number.
- **Document Number** - enter document number.
- Click on **Next** to continue or **Clear** to reset.

STEP 3 **Verify document(s)** screen displays information regarding pdf document. To continue click on Main Menu option of your choice.