

Maintain User Accounts

It is the **Attorneys responsibility** to keep information up-to-date in their Electronic Filing account in CM/ECF. Follow the steps below to access your information.



Click **Utilities**



Click **Maintain Your ECF Account**

ECF Bankruptcy Adversary Query Reports Utilities Search

Maintain User Account

Last name: Lincoln First name: Abe
 Middle name: Generation:
 Title: Type aty:
 Office: Lincoln Herndon Law Office
 Address 1: 427 S. 8th Street
 Address 2:
 Address 3:
 City: Springfield State: IL Zip: 62701
 Country: County: SANGAMON-IL (17167)
 Phone: Fax:
 SSN / ITIN: Tax ID / EIN:
 Bar ID: Bar status: Mail group:
 Initials: DOB: AO code: Person end date:

Email information... More user information...

Submit Clear

Make any necessary changes on this screen and then click **Submit**
 (Click **Email information**)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Email information for Abe Lincoln

Primary email address: Ronald_Hayward@ilcb.uscourts.gov Reenter primary email address: Ronald_Hayward@ilcb.uscourts.gov
 Secondary email address: Reenter secondary email address:

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: _____

Notices will be sent for adversary proceedings in which I am directly involved and for their related bankruptcy cases.
 Send a notice for each filing
 Send a Daily Summary Report

Format notices HTML
 Text

Return to Account screen Clear

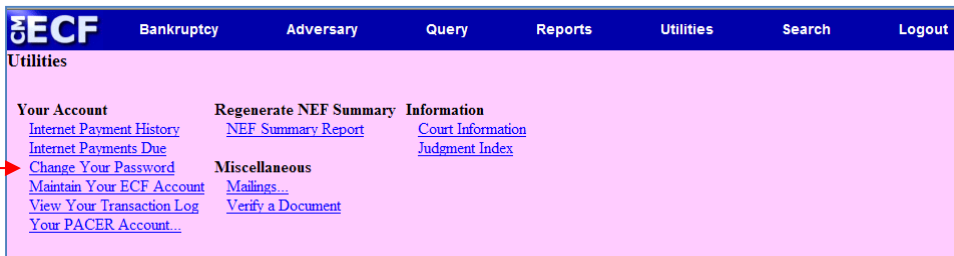
Make any necessary email changes on this screen, click **Return to account screen**,
 and then click **Submit** on main account screen.

Changing password



The screenshot shows the ECF system home page. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The Utilities link is highlighted with a red arrow. The main content area features the U.S. Bankruptcy Court logo and the text: "U.S. Bankruptcy Court [Train] Central District of Illinois [Train] Official Court Electronic Document Filing System". Below this, it states "This is the Training area for ILCB CM/ECF. Version 4.2 installed on 10/15/2011." A disclaimer follows: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571." A welcome message is also present: "Welcome to the U.S. Bankruptcy Court [Train] for the Central District of Illinois [Train] Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system." At the bottom, there is a link for "Information about viewing PDF files".

Choose **Utilities**



The screenshot shows the ECF 'Utilities' page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Utilities' and contains several sections of links: 'Your Account' (Internet Payment History, Internet Payments Due, Change Your Password, Maintain Your ECF Account, View Your Transaction Log, Your PACER Account...), 'Regenerate NEF Summary' (NEF Summary Report), 'Information' (Court Information, Judgment Index), and 'Miscellaneous' (Mailings..., Verify a Document). The 'Change Your Password' link is highlighted with a red arrow.

Choose **Change Your Password**



The screenshot shows the ECF 'Change Your Password' page. The top navigation bar is the same. The main content area is titled 'Change Your Password' and includes a login field with the text 'Login alincoln'. Below this, a note states: "Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&)." There are two input fields: 'New password' and 'Re-enter new password'. At the bottom, there are two buttons: 'Submit' (circled in red) and 'Clear'.

Read the new password restrictions, enter a new password that complies with the new rules, and then click **Submit** (Note: If your current password already complies with the new rules, you do not need to change it.)