

# Maintain Your ECF Account-Attorney

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UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

*Maintain Your ECF Account*

Welcome to the United States Bankruptcy Court, Eastern District of New York's Lesson on Maintain Your ECF Account.

# Navigation Instructions

This module demonstrates how to update or change the information to Maintain Your ECF Account.



Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle.



You can turn the audio on or off by clicking the speaker icon.



Move the mouse over the word MENU, located in the upper left corner of the screen, to view the drop down list of lesson topics. Select the desired topic to jump to that part of the lesson.



Additional information on this module will be displayed by hovering the mouse over the "i".

This module demonstrates how to update or change the information to Maintain Your ECF Account.

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### Objective

At the end of this lesson you will be able to:

- Make changes to CM/ECF User record.
- Edit e-mail addresses.
- Select preferences for Notice of Electronic Filing notification.

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# Maintain Your ECF Account-Attorney



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CM/ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

**U.S. Bankruptcy Court  
Eastern District of New York  
Official Court Electronic Document Filing System**

[PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.](#)

*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.*

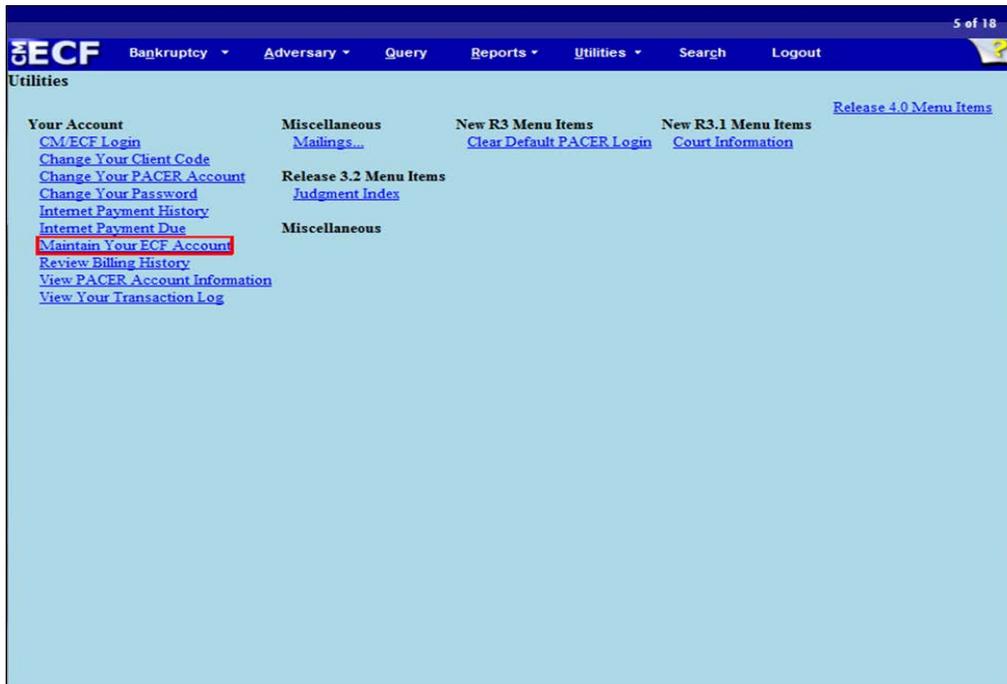
Welcome to the U.S. Bankruptcy Court for the Eastern District of New York Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

Slide notes:

After you have successfully logged in to CM/ECF, menus for each category are displayed on the ECF menu bar at the top of the screen. To access your CM/ECF user account, select Utilities.

# Maintain Your ECF Account-Attorney

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Slide notes:

A list of Utilities events displays on this screen. Each CM/ECF user has a personal record in the database under Maintain Your ECF Account. No other users can access this information unless they use your login and password. This account contains your name and address, e-mail addresses, and electronic noticing preferences. To begin the process of editing your ECF account information, select "Maintain Your ECF Account."

# Maintain Your ECF Account-Attorney

The screenshot shows a web browser window with the URL [https://ecf-train.nyeb.uscourts.gov/cgi-bin/atty\\_util.pl](https://ecf-train.nyeb.uscourts.gov/cgi-bin/atty_util.pl). The page title is "Maintain User Account". The form contains the following fields and values:

Last name	Torres	First name	Evelyn
Middle name		Generation	
Title		Type aty	
Office	Torres & Associates	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1	271 Cadman Plaza West		
Address 2			
Address 3			
City	Brooklyn	State	NY
Country		Zip	11201
Phone	718-294-3406	County	KINGS-NY (36047)
SSN / ITIN		Fax	718-294-3535
Tax ID / EIN		Bar ID	
Bar status		Mail group	
DOB		AO code	
Initials		Person end date	

Buttons: Email information..., More user information..., Submit, Clear

Slide notes:

Information from the Maintain User Account screen appears on mailing addresses for noticing. Additionally, this information is used on the caption of the docket sheet if you are counsel to principal parties such as debtors, plaintiffs and defendants. It is critical to keep this information current and accurate.

Country, Social Security/ Individual Tax Identification Number (ITIN,) and Tax ID/ (Tax Identification Number) /Employee Identification Number (EIN) are not required for attorney records.

You will always see the abbreviation "aty" for attorney as the type of user. Attorneys who also serve the court as trustees will have a different user record with a different login when filing pleadings in the capacity as a trustee.

The check box next to Add Headers to PDF Documents controls your ability to view and print PDF documents with headers.

## Maintain Your ECF Account-Attorney

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The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The page title is "More User Information for Evelyn Torres". Below the title, there is a table of user information:

Login evt_aty	Current login	10-04-2011 10:20
Registered Y	Create date	03/13/2009
Internet Payment Y	Update date	09/29/2011
Groups Attorney	Last login	10-03-2011 15:13

Below the table, there is a note: "[See the Utilities menu for the "Change Your Password" option]".

Under the "Filing agents" section, there is a search box labeled "Find filing agent" with a magnifying glass icon. Below the search box, there are two buttons: "Return to Account screen" and "Clear".

Slide notes:

This screen chronicles your account login. The system tracks the date and time for each user's activity. The "Create date" indicates when your login was added to the system. The "Update date" is the latest date this account has been changed. The "Internet Payment" field shows that this attorney participates in the Internet Credit Card program. All attorneys belong to the same attorney permissions group that controls access to various programs in the system. Select "Return to Account Screen" to return to the Maintain User Account screen.

# Maintain Your ECF Account-Attorney

The screenshot shows a web browser window with the URL [https://ecf-train.nyeb.uscourts.gov/cgi-bin/atty\\_util.pl](https://ecf-train.nyeb.uscourts.gov/cgi-bin/atty_util.pl). The page title is "Maintain User Account". The form includes the following fields and options:

Last name	Torres	First name	Evelyn
Middle name		Generation	
Title		Type aty	
Office	Torres & Associates	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1	271 Cadman Plaza West		
Address 2			
Address 3			
City	Brooklyn	State	NY
		Zip	11201
Country		County	KINGS-NY (36047)
Phone	718-294-3406	Fax	718-294-3535
SSN / ITIN		Tax ID / EIN	
Bar ID		Bar status	
Initials		DOB	
		Mail group	
		AO code	
		Person end date	

Buttons: [Email information...](#) (highlighted with a red box), [More user information...](#), [Submit](#), [Clear](#)

Slide notes:

Next, we will look at the e-mail information screen.

# Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Evelyn Torres

Primary email address	Evelyn_4Torres@nyeb.uscourts.gov	Reenter primary email address	Evelyn_4Torres@nyeb.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

- 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

Return to Account screen Clear

Slide notes:

E-mail addresses and preferences for Notices of Electronic Filing are set on this screen. When creating or updating e-mail addresses on user accounts, all users will be prompted to enter their "Primary e-mail address" twice for validation purposes. The address is not saved until the fields match. The box under "Send the notices specified below to my primary email address" will be checked and you will automatically receive a Notice of Electronic Filing in cases where you are a participant.

Attorneys of record participating in CM/ECF will also be entitled to one free look of the PDF document on the Notice of Electronic Filing.

# Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Evelyn Torres

Primary email address	Evelyn_4Torres@nyeb.uscourts.gov	Reenter primary email address	Evelyn_4Torres@nyeb.uscourts.gov
Secondary email address	Torres_Assoc@torassociates.com	Reenter secondary email address	Torres_Assoc@torassociates.com

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

Slide notes:

A secondary email can be entered. There is no limit to the number of secondary e-mail addresses entered but they must each be separated with a comma. The secondary e-mail addresses should also be entered twice for validation purposes. This address is not saved until the fields match. Place a check in the box under "Send the notices specified below to secondary addresses." This action will automatically send a Notice of Electronic Filing to the secondary e-mail addresses listed.

Each e-mail address recipient listed here is also entitled to one free look at the PDF document on the Notice of Electronic Filing.

# Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Evelyn Torres

Primary email address	Evelyn_4Torres@nyeb.uscourts.gov	Reenter primary email address	Evelyn_4Torres@nyeb.uscourts.gov
Secondary email address	Torres_Assoc@torassociates.com	Reenter secondary email address	Torres_Assoc@torassociates.com

Send the notices specified below

to my primary email address

Attorneys who represent parties in an adversary proceeding have the option to receive e-mail notifications of bankruptcy activity if they have no direct involvement in the bankruptcy case. Unless the attorney changes this option they will receive all e-mail notifications from both the bankruptcy and it's related adversary matter.

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

Return to Account screen Clear

Slide notes:

Attorneys who represent parties in an adversary proceeding have the option to receive e-mail notifications of bankruptcy activity if they have no direct involvement in the bankruptcy case. Unless the attorney changes this option, they will receive all e-mail notifications from both cases.

# Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Evelyn Torres

Primary email address	Evelyn_4Torres@nyeb.uscourts.gov	Reenter primary email address	Evelyn_4Torres@nyeb.uscourts.gov
Secondary email address	Torres_Assoc@torassociates.com	Reenter secondary email address	Torres_Assoc@torassociates.com

Send the notices specified below

to my primary email address

Attorneys can choose whether they want notification of bankruptcy matters when their appearances are only entered in the Adversary case. Attorneys can now select this new option to decline notification for related bankruptcy 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

Return to Account screen Clear

Courts may override this option in some instances if the Clerk of Court has identified certain events in the bankruptcy case that should be noticed to all parties in all related cases such as motion to dismiss case, address change, motion to convert case, Appeals, Order of Discharge and social security number updates. By overriding the attorney's "Opt Out" decision, the court is ensuring that all parties receive all potentially critical information in the case. \*\* This option only applies to adversary proceedings. Attorneys will continue to receive all e-mail from each consolidated and jointly administered case.

Slide notes:

Attorneys can choose whether they want notification of bankruptcy matters when their appearances are only entered in the adversary case. Attorneys can now select this new option to decline notification for related bankruptcy cases.

Courts may override this option in some instances if the Clerk of Court has identified certain events in the bankruptcy case that should be noticed to all parties. By overriding the attorney's "Opt Out" decision, the court is ensuring that all parties receive all potentially critical information in the case, such as motion to dismiss case, address change, motion to convert case, appeal, order of discharge, and social security number updates.

\*\* This option only applies to adversary proceedings. Attorneys will continue to receive all e-mail from each consolidated and jointly administered case.

## Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

email address: Evelyn\_4Torres@nyeb.uscourts.gov

primary email address: Evelyn\_4Torres@nyeb.uscourts.gov

Secondary email address: Torres\_Assoc@torassociates.com

Reenter secondary email address: Torres\_Assoc@torassociates.com

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
  - 1:11-bk-40001
  - 1:11-bk-40003
- 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

Return to Account screen Clear

Slide notes:

Attorneys who opt out to receive e-mails from bankruptcy cases that they are not involved in can still request Notices of Electronic filing from other bankruptcy cases by placing a check in the check box next to "Send notices in these additional cases." For multiple cases, a new field will appear after each entry.

# Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Evelyn Torres

Primary email address	Evelyn_4Torres@nyeb.uscourts.gov	Reenter primary email address	Evelyn_4Torres@nyeb.uscourts.gov
Secondary email address	Torres_Assoc@torassociates.com	Reenter secondary email address	Torres_Assoc@torassociates.com

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

Slide notes:

"Send a notice for each filing" means you will receive e-mail notices as activity occurs throughout the day. This includes notifications for claims. As an alternative, many attorneys elect to receive the Daily Summary Report once a day.

"Format notices" allow s you to select your e-mail delivery method. Only one of these options is allowed. Most users select the HTML format. To save this data, select "Return to Account screen."

## Maintain Your ECF Account-Attorney

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- Last name:** Torres
- First name:** Evelyn
- Middle name:** [Empty]
- Generation:** [Empty]
- Title:** [Empty]
- Type aty:** [Empty]
- Office:** Torres & Associates
- Add Headers to PDF Documents**
- Address 1:** 271 Cadman Plaza West
- Address 2:** [Empty]
- Address 3:** [Empty]
- City:** Brooklyn
- State:** NY
- Zip:** 11201
- Country:** [Empty]
- County:** KINGS-NY (36047)
- Phone:** 718-294-3406
- Fax:** 718-294-3535
- SSN / ITIN:** [Empty]
- Tax ID / EIN:** [Empty]
- Bar ID:** [Empty]
- Bar status:** [Empty]
- Mail group:** [Empty]
- Initials:** [Empty]
- DOB:** [Empty]
- AO code:** [Empty]
- Person end d:** [Empty]

Buttons: "Email information...", "More user information...", "Submit" (highlighted with a red box), "Clear".

Slide notes:

After submitting the information, if any changes were made to the user data, on the next screen you will be able to select the cases to which the changes apply.

## Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

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

\*\*\* Update All \*\*\*  
\*\*\* Update Open \*\*\*  
\*\*\* Update Closed \*\*\*

1-2010-01001 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas  
1-2010-01002 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas  
1-2010-01003 Canvas et al v. Canvas  
1-2010-01004-reg Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas  
1-2010-01005 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas  
1-2010-01006 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas  
1-2010-01007 Wells Fargo Bank, NA as servicer for Midfirst Bank v. Canvas

Submit Clear

Slide notes:

The system now displays a list of all of your open and closed cases and allows the users to update all of their cases at once (Update All), or all of their open cases (Update Open) or closed cases (Update Closed), as well as individual cases.

## Maintain Your ECF Account-Attorney

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**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout ?

Updating person record...  
Successfully updated Evelyn Torres

Participant records were not altered.

Set up automatic email notification complete for Evelyn Torres  
Send Notification in all cases for which you represent a party = on  
Send Notification to primary email address = on

Case list:  
-11-40001 [Robert A Thomas and Elaine Thomas](#)  
-11-40003-if [Roger Andrew Moore and Annabelle Moore](#)

Email notice of electronic filings for selected cases= on  
summary email = on

Primary email address: Evelyn\_4Torres@nyeb.uscourts.gov  
Secondary email address:  
Torres\_Assoc@torassociates.com

Formatting of notices = HTML (Internet email)  
No user update requested  
[Return to User Maintenance](#)

Slide notes:

This data verification screen now shows the settings for this attorney. Any case number entered under "Send notices in these additional cases" will be displayed under Case list.

E-mail notice of electronic filings for selected cases will display ON or OFF depending on whether case numbers were entered in the "Send notices in these additional cases" field.

If you changed the option of receiving a Daily Summary Report rather than a notice for each filing, this screen will indicate the option is turned "on."

This concludes the module on Maintain Your ECF Account.

**You have completed the lesson on Maintain Your ECF Account.**

**You should now be able to:**

- **Update information on user account.**
- **Edit e-mail addresses.**
- **Select preferences for Notice of Electronic Filing.**

Slide notes:

You have completed the lesson on Maintain Your ECF Account.

You should now be able to:

- Update information on user account.
- Edit e-mail addresses.
- Select preferences for Notice of Electronic Filing.