

United States Bankruptcy Court  
Eastern District of New York

ECF Tip of the Month

**Maintaining Your ECF Account  
Keeping it Current**

The December/January Tip of the Month deals with keeping your ECF account current.

It is imperative that electronic filers keep their ECF account information current in order to serve/receive notices and/or to receive notification of actions taken on a case in which they are involved. Information, such as firm affiliation, address, telephone, fax, and/or email address can be electronically updated by accessing your ECF account under the Utilities menu and selecting **Maintain Your ECF Account**.

Account holders may preview the **Maintain Your ECF Account** Electronic Learning Module (ELM) by clicking the link below:

[http://www.nyeb.uscourts.gov/sites/nyeb/files/Maintain\\_Your\\_ECF\\_Account\\_%28Attorney%29\\_video.pdf](http://www.nyeb.uscourts.gov/sites/nyeb/files/Maintain_Your_ECF_Account_%28Attorney%29_video.pdf)

We encourage you to share this document with those on your staff who assist with e-filing. If you have any questions, please call our Help Desk before you file that document. The numbers are 347-394-1700, then press 6 (Brooklyn) and 631-712-6200, then press 6 (Central Islip).