

Slide 1 - Welcome

The screenshot shows a presentation slide with a light beige background. At the top, a dark blue header bar contains the text "Maintain Your ECF Account" in white. In the top right corner, there is a small white box with the text "\$\$cpInfoCurrentSlide\$ \$ of \$ \$rdInfoSlideCount\$\$". Below the header, there is a horizontal banner with a blue background. On the left side of the banner is the United States Department of Justice seal, and in the center is the word "United" in white. On the right side of the banner is a photograph of a classical building. A white callout box with a drop shadow is positioned in the center of the slide, containing the following text: "Maintain Your ECF Account", "Captivate Version 5.0", "Production Information:", "Contact Information:", "Webteam_Wieb@wieb.uscourts.gov", and "January 13, 2012". Below the banner, the main title "Maintain Your ECF Account" is displayed in a large, bold, black serif font. Underneath the title is a thick, dark grey horizontal bar.

Slide notes

As an electronic filer, you have a responsibility to ensure that your name, address, and email address are always current. The following tutorial will walk you through how to maintain your ECF account.


Slide 2 - Navigation Instructions

(←Table of Contents)

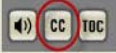
Navigation Instructions

Press **F11** to view this lesson in full screen.


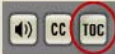
You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen. You can **Pause** the lesson by pressing the **Play** button.




You may turn **Closed Captioning** on and off by clicking the **CC** button in the lower right area of the screen in the Navigation bar.




This module also has a **Table of Contents**, or **TOC**, to jump to different sections of the lesson. You can open and close it with either:

- the arrow in the top left corner of the screen, 
- or the **TOC** button in the Navigation bar. 

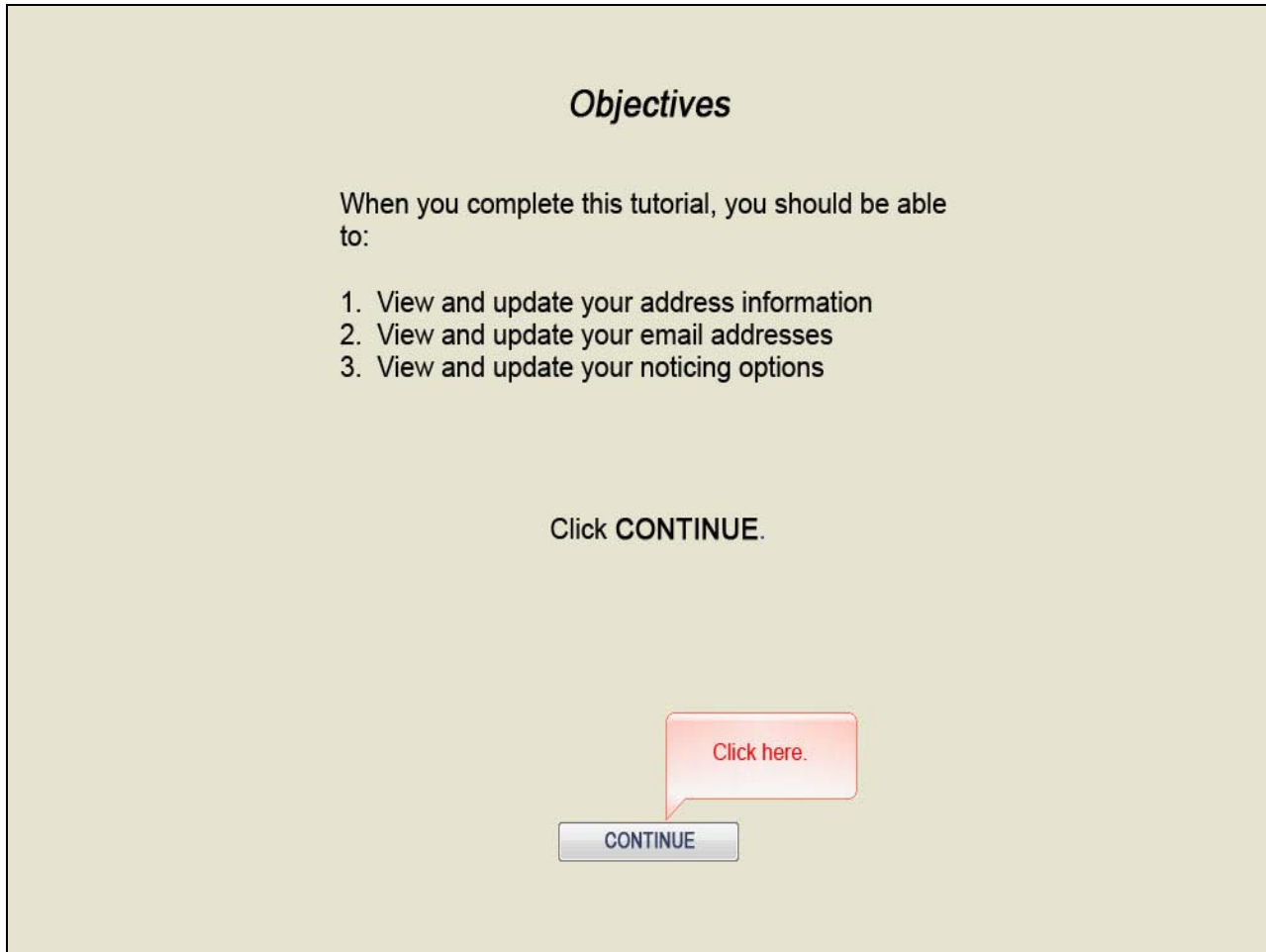
Roll your mouse pointer over the “i” located in the upper right area of the screen for information about this module. 

Click **START** when you are ready to begin.



Slide notes

Here are the navigation instructions for this lesson. Click **START** when you are ready to begin.

Slide 3 - Objectives

Objectives

When you complete this tutorial, you should be able to:

1. View and update your address information
2. View and update your email addresses
3. View and update your noticing options

Click **CONTINUE**.

Click here.

CONTINUE

Slide notes

When you complete this tutorial, you should be able to view and update your address information, your email addresses, and your noticing options. Click **CONTINUE**.

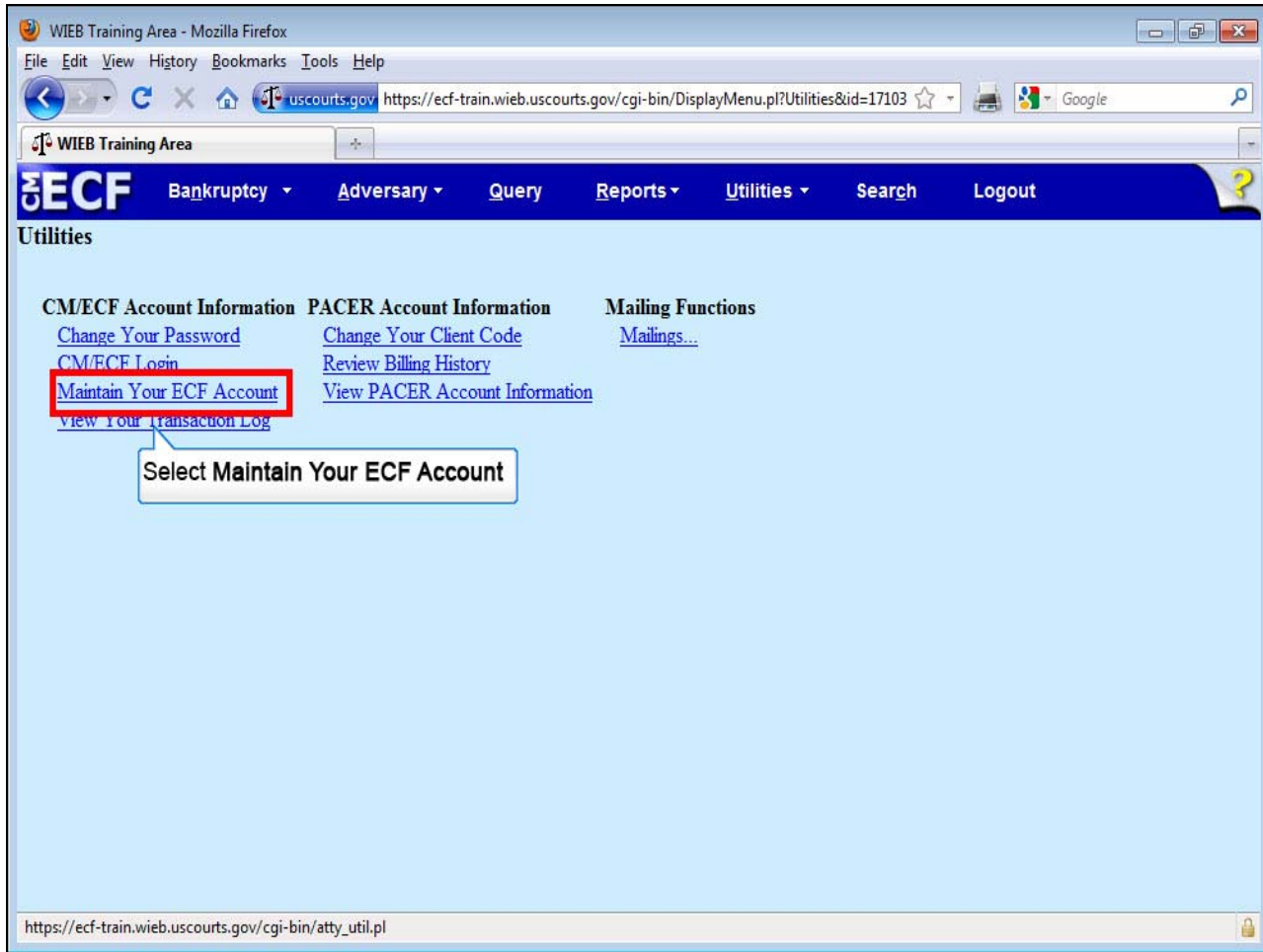
Slide 4 - Slide 4



Slide notes

While logged into CM/ECF, go to the menu bar across the top of the screen and click on the "Utilities" option.

Slide 5 - Slide 5



Slide notes

From Utilities, select "Maintain Your ECF Account."

Slide 6 - Slide 6

WIEB Training Area - Mozilla Firefox
File Edit View History Bookmarks Tools Help
uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl
WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name Aarons First name Andrew
Middle name Generation
Title Type aty
Office Aarons Law Office
Address 1 125 N. Broadway Ave, Suite 325
Address 2
Address 3
City Milwaukee State WI Zip 53202
Country County
Phone 414-555-5555 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

Slide notes

Now you are on the "Maintain User Account" screen. The information contained on this screen is likely already populated with your personal contact information. At a minimum, this screen should contain your last name, first name, address 1, city, state, zip (code), and phone number.

Be sure NOT to insert a social security number or tax identification number on this screen. This information is located on the case docket and is available to all public users.

Slide 7 - Slide 7

WIEB Training Area - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl
 WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name First name
 Middle name Generation
 Title Type aty
 Office
 Address 1
 Address 2
 Address 3
 City State Zip
 Country County
 Phone Fax
 SSN / ITIN Tax ID / EIN
 Bar ID Bar status Mail group
 Initials DOB AO code Person end date

Slide notes

To update any fields on this page, click into the box you want to change. Delete the existing information and type the new updated information.

Slide 8 - Slide 8

WIEB Training Area - Mozilla Firefox
File Edit View History Bookmarks Tools Help
uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl
WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name First name
Middle name Generation
Title Type aty
Office
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
SSN / ITIN Tax ID / EIN
Bar ID Bar status Mail group
Initials DOB AO code Person end date

Slide notes

For example, to change your phone number, click inside the "Phone" data field and delete the existing phone number.

Slide 9 - Slide 9

WIEB Training Area - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl
 WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name First name
 Middle name Generation
 Title Type aty
 Office
 Address 1
 Address 2
 Address 3
 City State Zip
 Country County
 Phone Fax
 SSN / ITIN Tax ID / EIN
 Bar ID Bar status Mail group
 Initials DOB AO code Person end date

Done

Slide notes

Then, type the updated phone number.

Slide 10 - Slide 10

WIEB Training Area - Mozilla Firefox
File Edit View History Bookmarks Tools Help
uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl
WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name First name
Middle name Generation
Title Type aty
Office
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
SSN / ITIN Tax ID / EIN
Bar ID Bar status Mail group
Initials DOB AO code Person end date

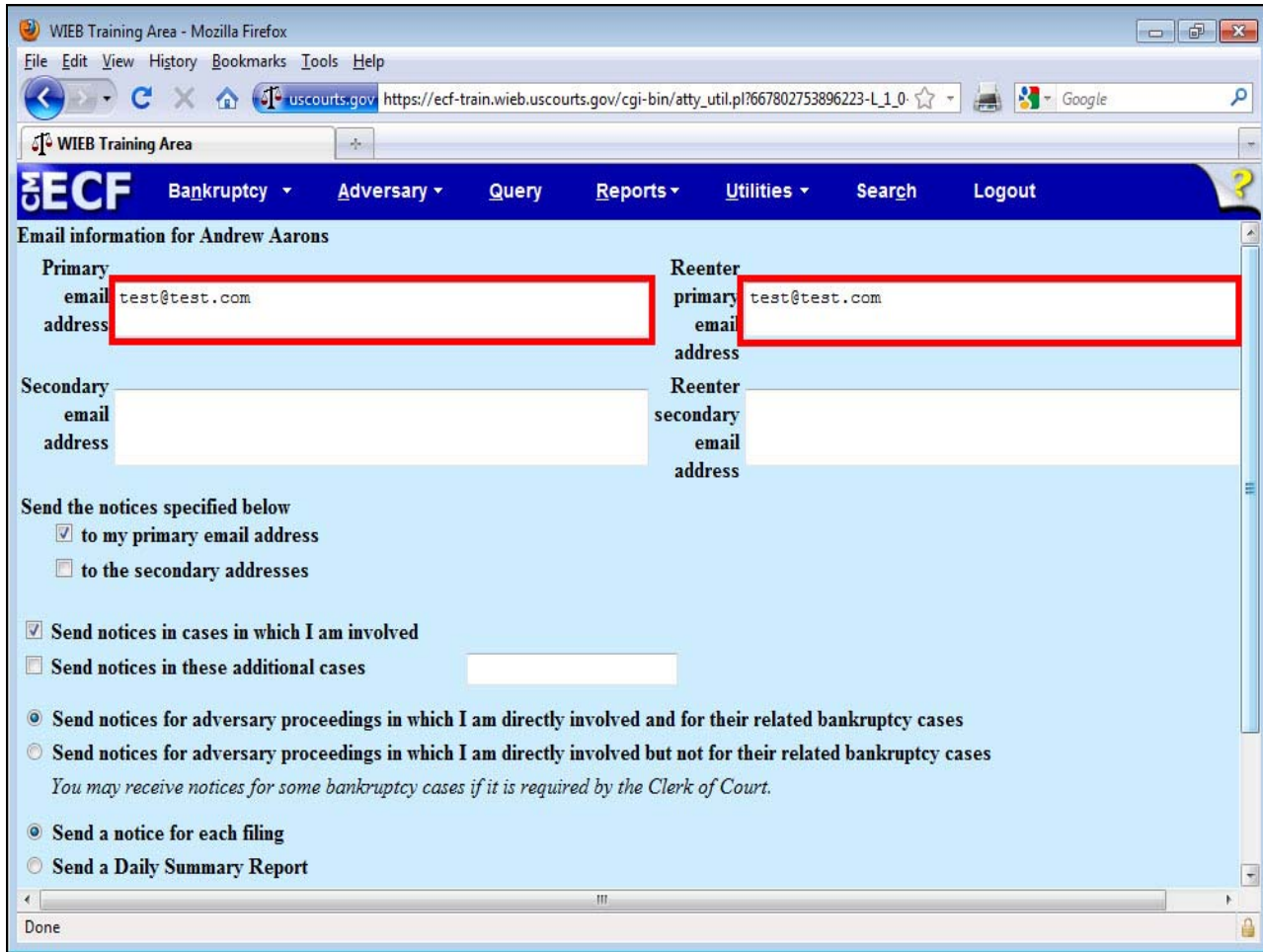
Click on the **Email information** tab

Done

Slide notes

To update the email addresses associated with your CM/ECF account, click on the "Email information" tab.

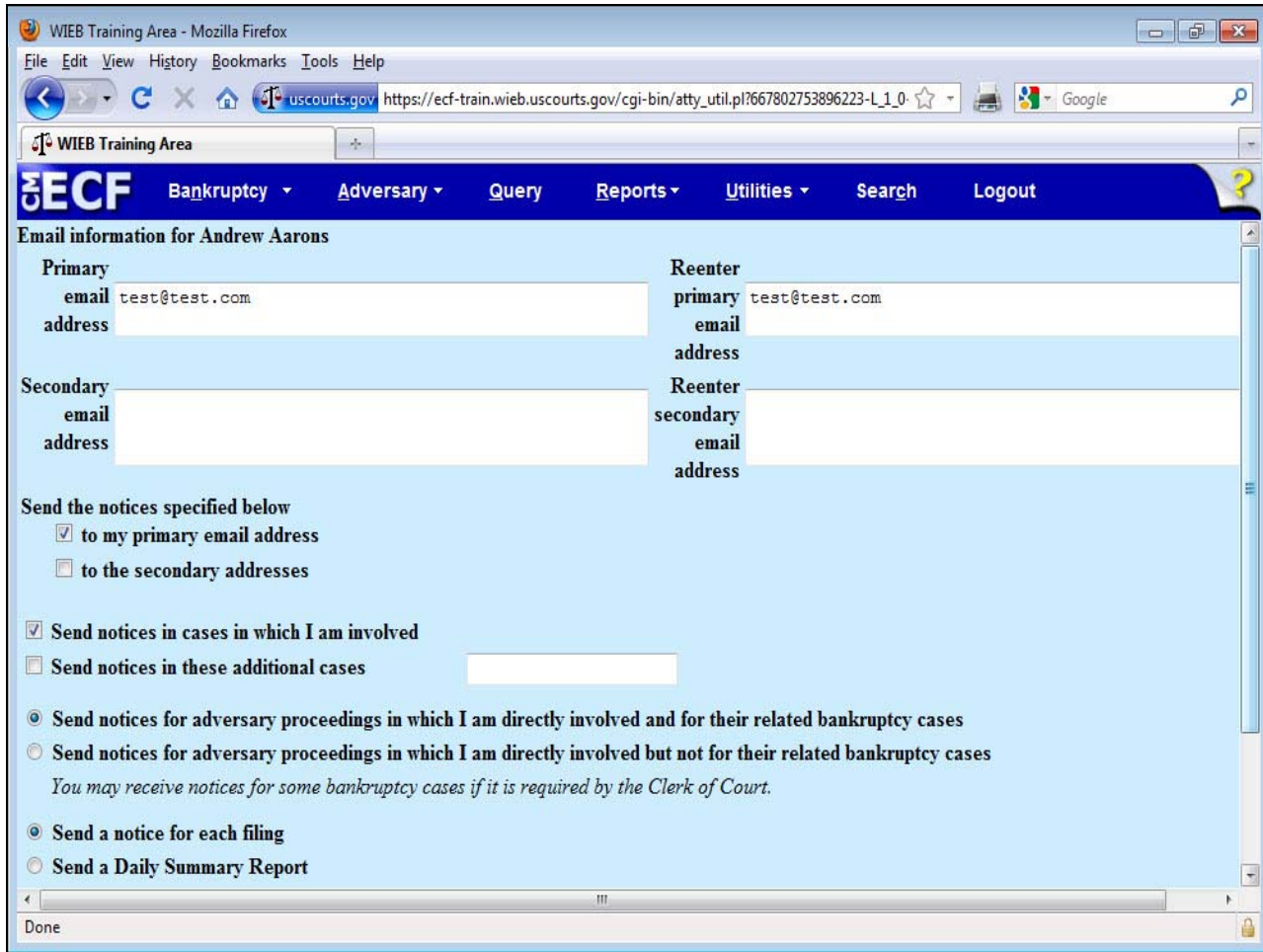
Slide 11 - Slide 11



Slide notes

The Primary email address should contain the email address where Notices of Electronic Filing (NEFs) are emailed. When updating this information, be sure to confirm the primary email address by reentering it exactly how it appears in the "Primary email address" box.

Slide 12 - Slide 12

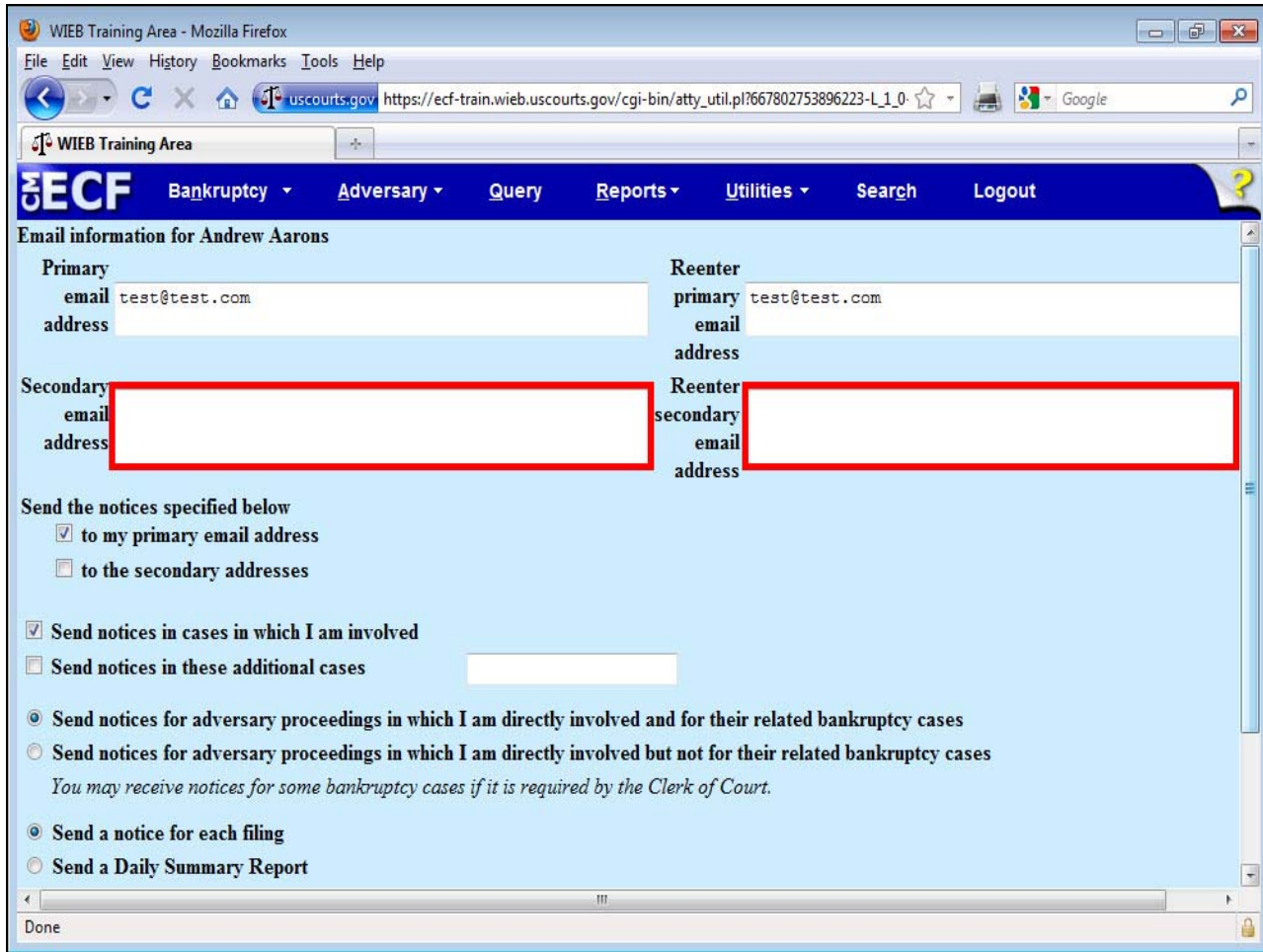


Slide notes

As a CM/ECF user, you have the option to have the Notices of Electronic Filing emailed to additional recipients and/or email addresses. You may desire for these notifications to be sent to someone else in your office, like support staff or another attorney.

You may also choose to have the notifications sent to an alternate email address belonging to the attorney.

Slide 13 - Slide 13



Slide notes

In order to have Notices of Electronic Filing sent to additional recipients, type that email address in the "Secondary email address" box. Be sure to confirm that email address by reentering it. More than one email address may be listed in the "Secondary email address" box.

Separate the email addresses with a comma.

Slide 14 - Slide 14

WIEB Training Area - Mozilla Firefox

File Edit View History Bookmarks Tools Help

uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl?175894468104433-L_1_0

WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Andrew Aarons

Primary email address

Reenter primary email address

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

Done

Slide notes

CM/ECF's default setting emails Notices of Electronic Filing to the primary email address listed in your account.

If you choose to have NEFs sent to additional recipients, also be sure to actively select the checkbox "to the secondary addresses" under the "Send the notices specified below" statement.

Slide 15 - Slide 15

WIEB Training Area - Mozilla Firefox

File Edit View History Bookmarks Tools Help

uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl?667802753896223-L_1_0

WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Andrew Aarons

Primary	Reenter
email test@test.com	primary test@test.com
address	email
	address
Secondary	Reenter
email	secondary
address	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

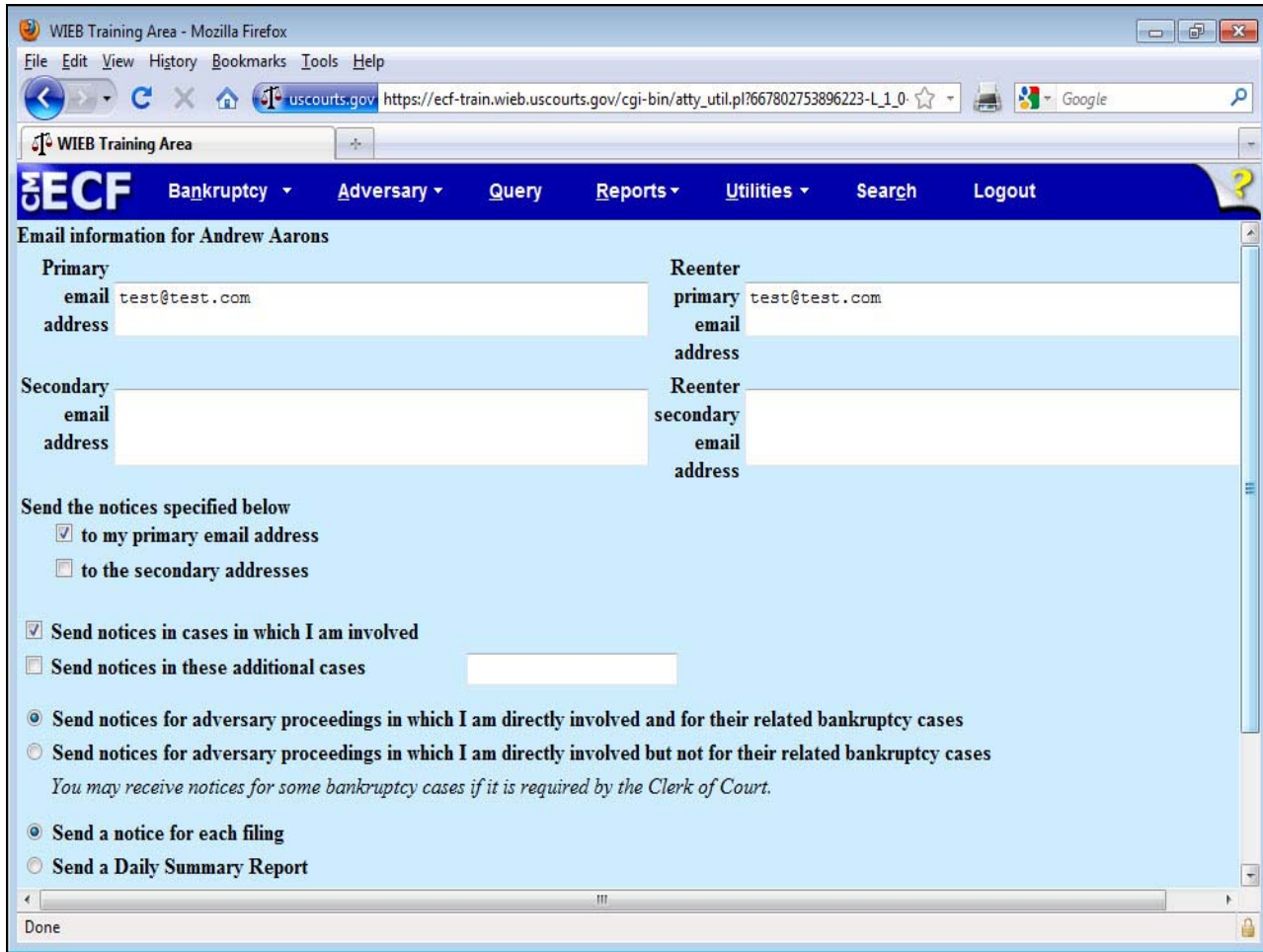
- Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
- Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.
- Send a notice for each filing
- Send a Daily Summary Report

Done

Slide notes

Another default with regard to the Notices of Electronic Filing prompts CM/ECF to email an NEF in each case in which you are involved.

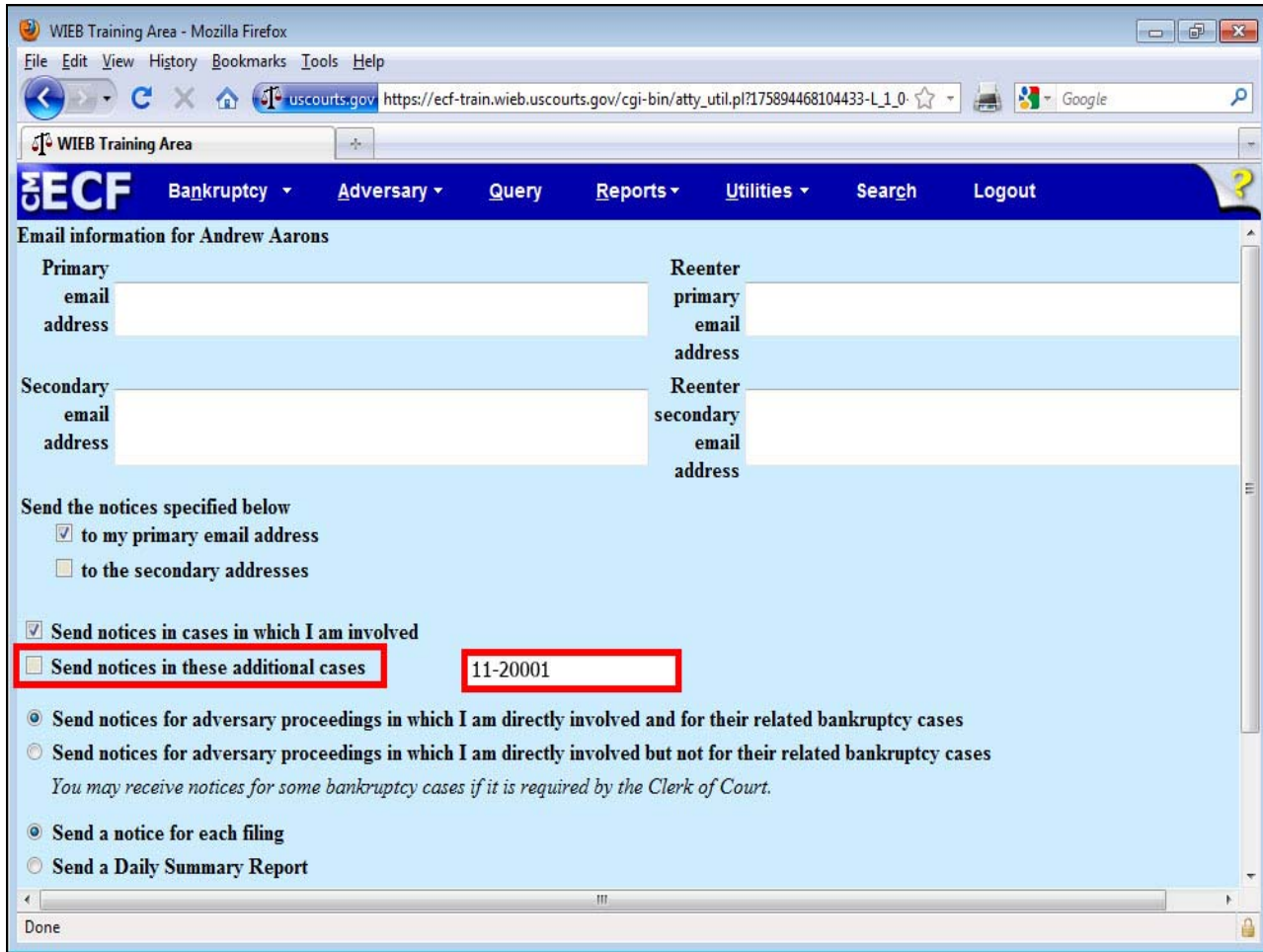
Slide 16 - Slide 16



Slide notes

You also have the option to receive Notices of Electronic Filing in cases in which you are not an interested party.

Slide 17 - Slide 17

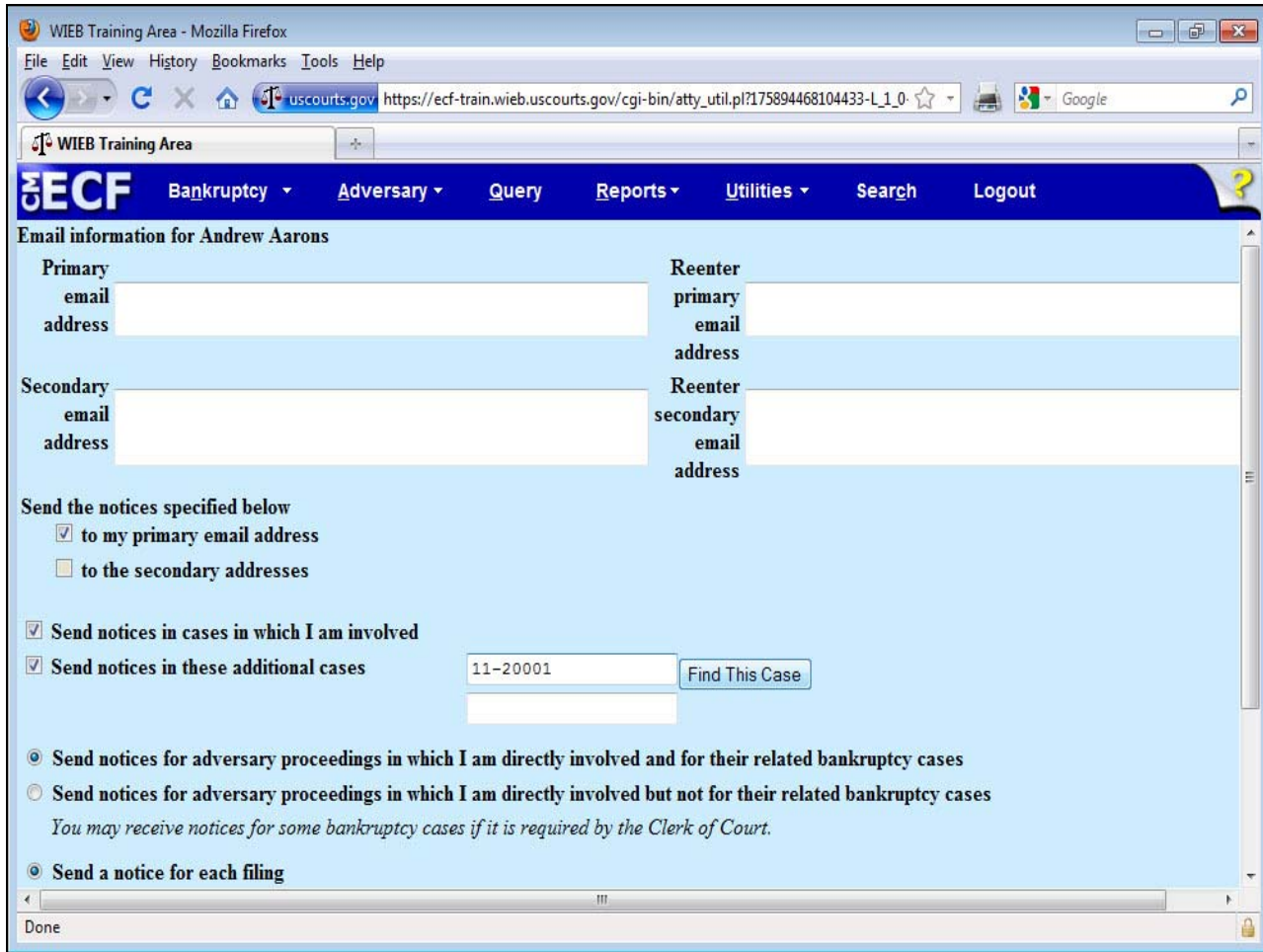


Slide notes

To do so, click the checkbox next to “Send notices in these additional cases.” Then, insert the applicable case number in the open text field.

The format of the case number should be the last two digits of the year and the four or five digit case number, depending on whether you want to receive notices in a main bankruptcy case or an adversary proceeding.

Slide 18 - Slide 18



Slide notes

Please note that if you request to receive NEFs in cases wherein you are not listed as an attorney of record, you will not receive a “free-look” of the documents. Clicking on the link to the document in the NEF will route you to the login screen for the PACER Service Center.

Slide 19 - Slide 19

WIEB Training Area - Mozilla Firefox

File Edit View History Bookmarks Tools Help

uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl?667802753896223-L_1_0

WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Andrew Aarons

Primary email test@test.com address	Reenter primary test@test.com email address
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

Done

Slide notes

Currently if you are a party in an adversary proceeding, you automatically receive Notices of Electronic Filing in the related bankruptcy case. Now you have the option to limit the NEFs received to just the applicable adversary proceeding.

Choose the appropriate radio button for your preference. Note that you cannot pick and choose a preference on a case by case basis.

Slide 20 - Slide 20

WIEB Training Area - Mozilla Firefox

File Edit View History Bookmarks Tools Help

uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl?667802753896223-L_1_0

WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

email address 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

Done

Slide notes

CM/ECF is defaulted to email a Notice of Electronic Filing every time a docket entry is made in a case wherein you are an interested party. You may find that receiving multiple email notifications from the court in one day may become cumbersome to manage.

Slide 21 - Slide 21

WIEB Training Area - Mozilla Firefox

File Edit View History Bookmarks Tools Help

uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl?667802753896223-L_1_0

WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

email address 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

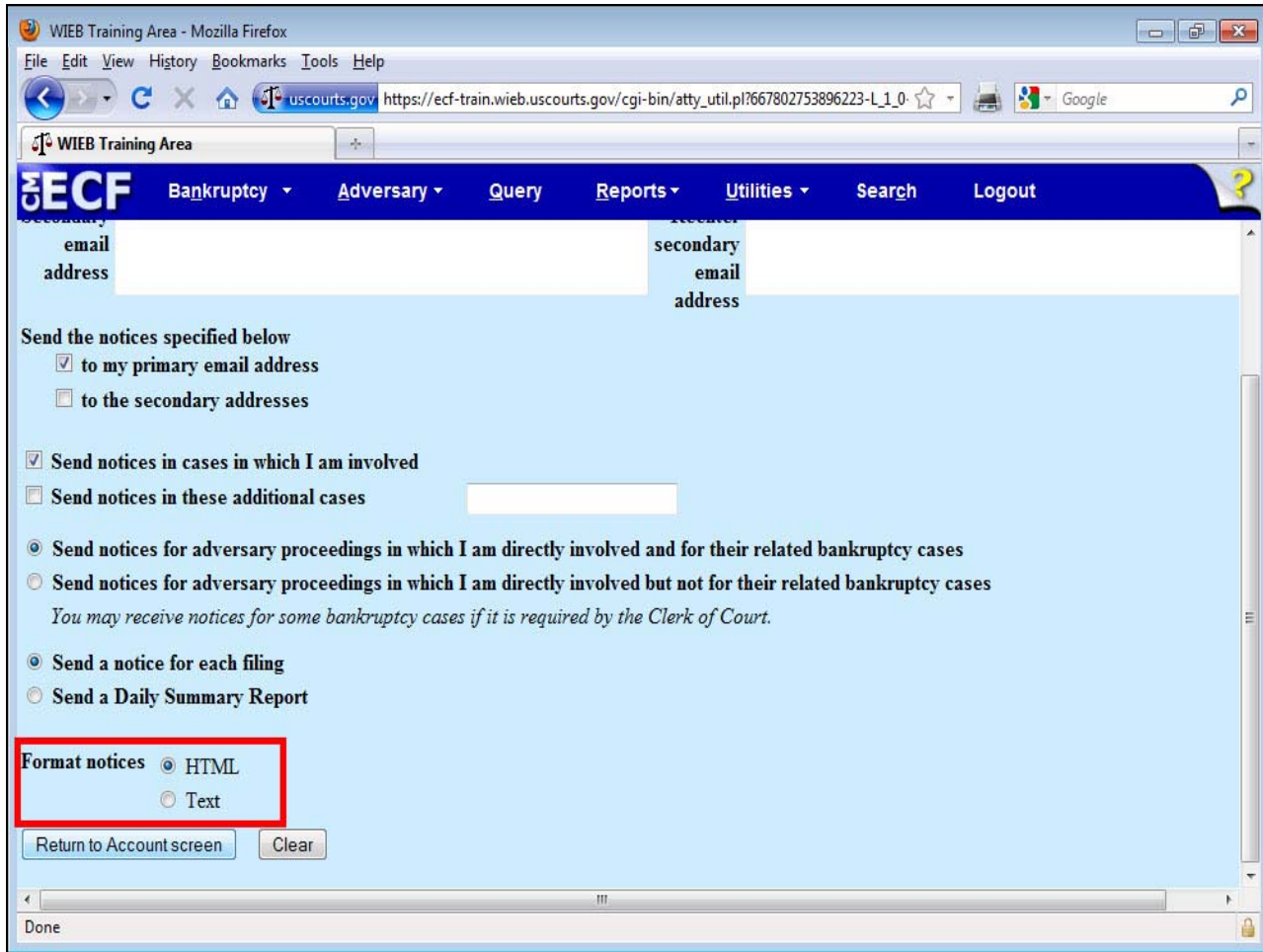
Done

Slide notes

As a result, you may choose to change the delivery of your NEFs. Instead of receiving an email every time something is filed, you may opt to receive one Daily Summary Report.

The summary contains the same information as the individual notifications, to include the "free-looks," but is in one notification rather than several. The Daily Summary Report is generated after the 4 o'clock hour.

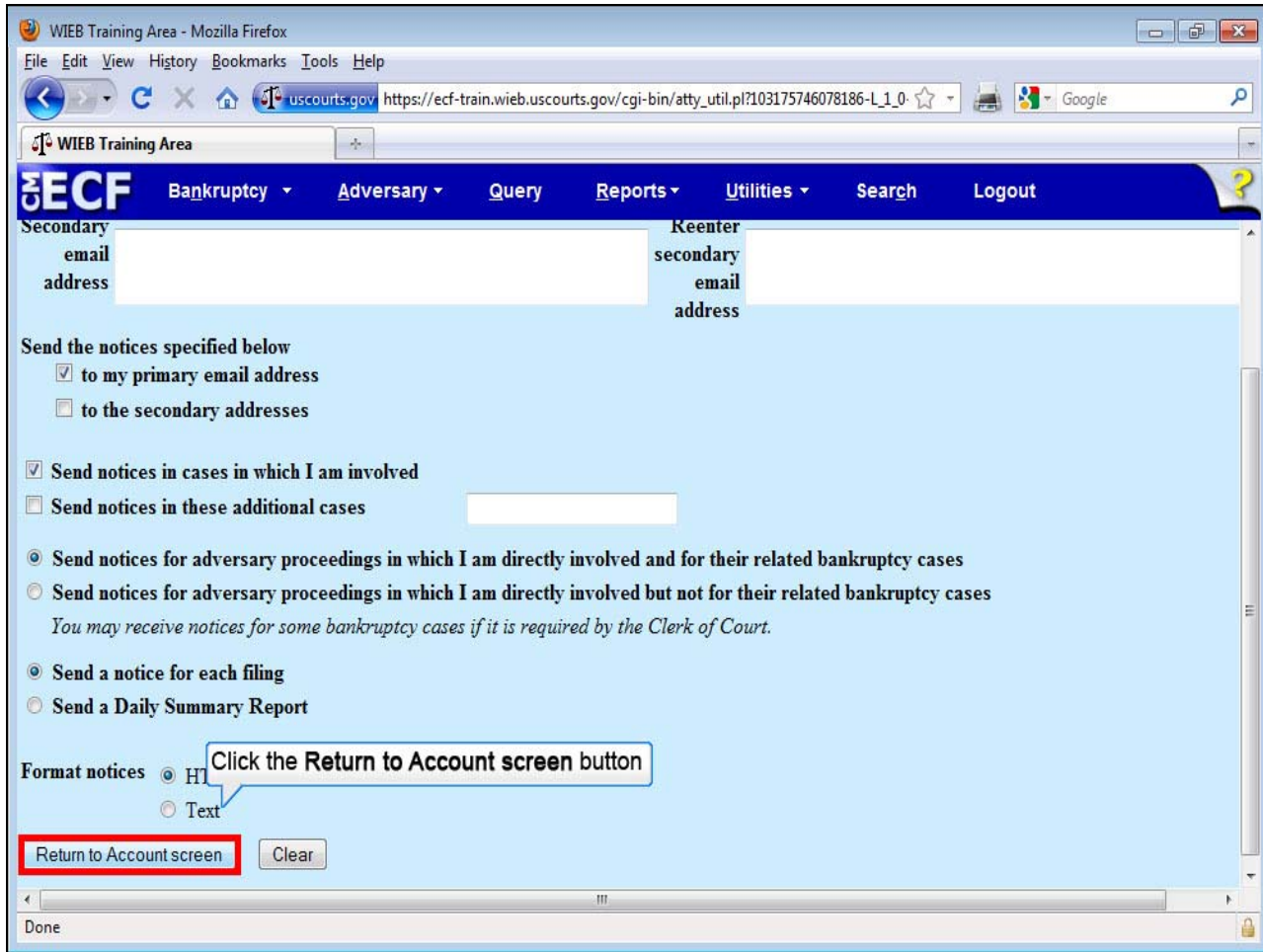
Slide 22 - Slide 22



Slide notes

With regard to the format of the notices, you may leave this option defaulted to "HTML."

Slide 23 - Slide 23



Slide notes

If you make any changes to this screen, you want to ensure that those changes are saved. Please click "Return to Account screen" to return to the "Maintain User Account" page.

Slide 24 - Slide 24

WIEB Training Area - Mozilla Firefox
File Edit View History Bookmarks Tools Help
uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl
WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Maintain User Account

Last name First name
Middle name Generation
Title Type aty
Office
Address 1
Address 2
Address 3
City State Zip
Country County
Phone Fax
SSN / ITIN Tax ID / EIN
Bar ID Bar status Mail group
Initials DOB AO code Person end date

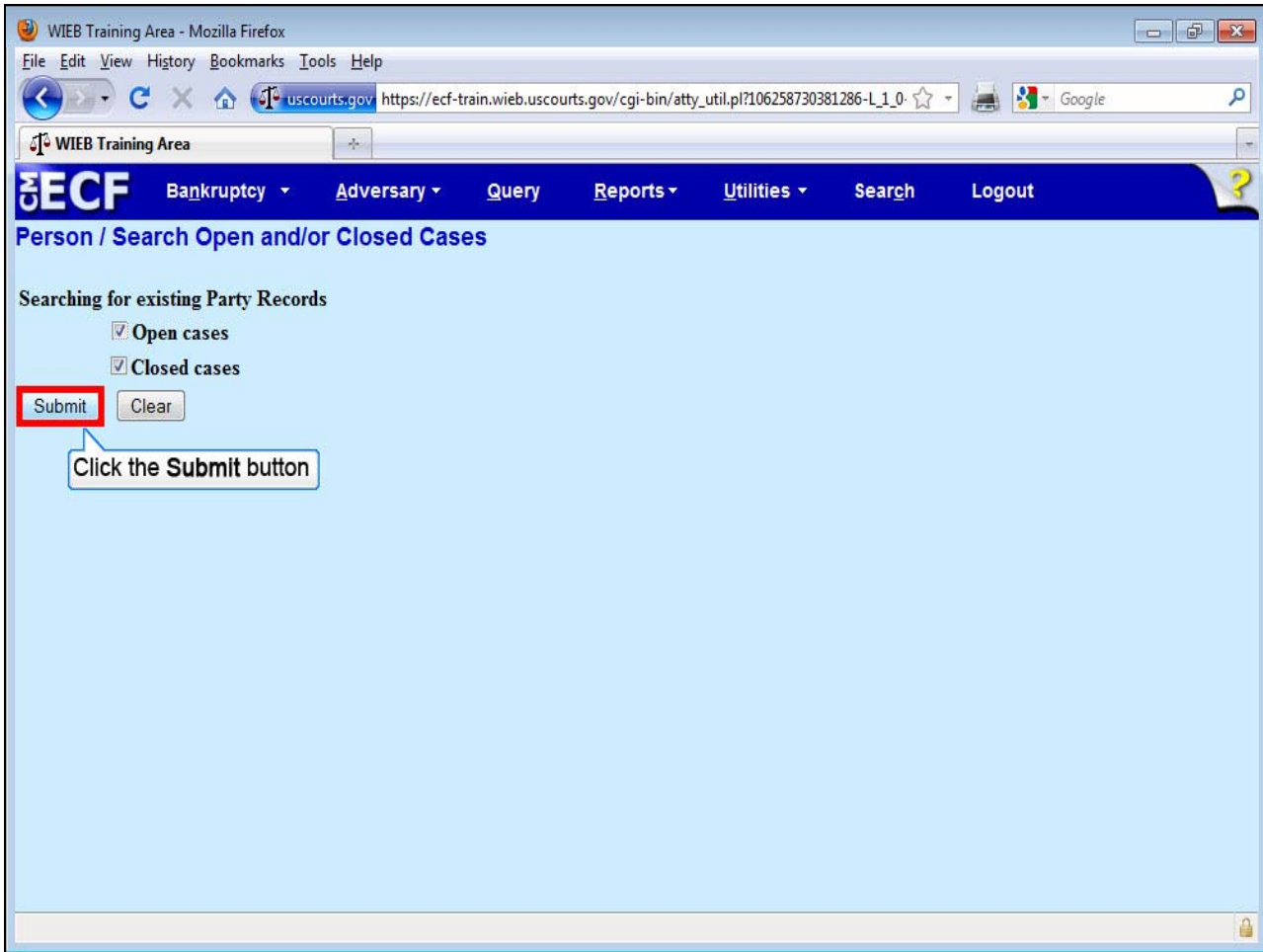
Click the **Submit** button

Done

Slide notes

You must click "Submit" at the bottom of the page to save any changes.

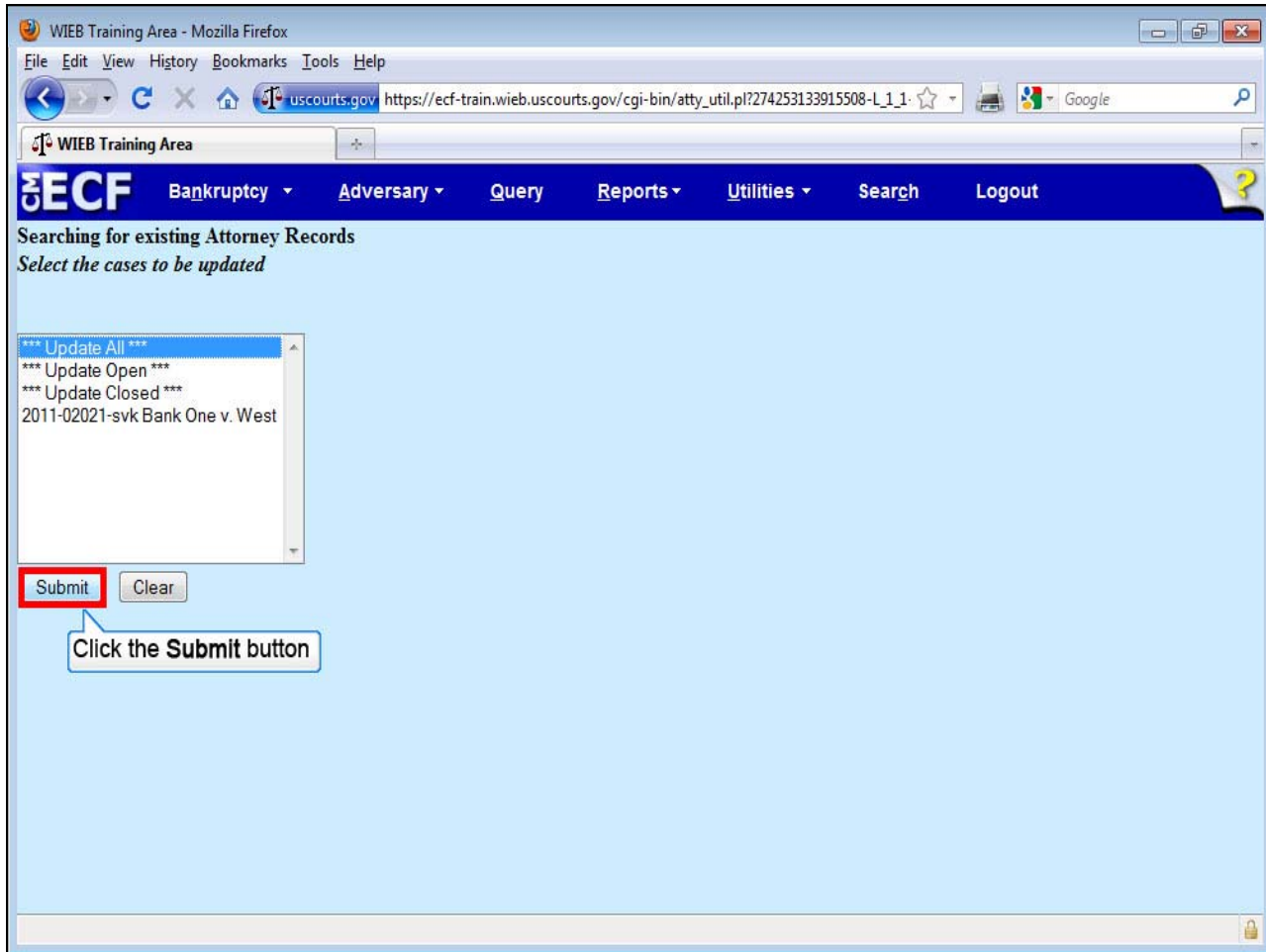
Slide 25 - Slide 25



Slide notes

To update your information in all of your cases, both open and closed, leave the checkboxes selected and click the Submit button.

Slide 26 - Slide 26

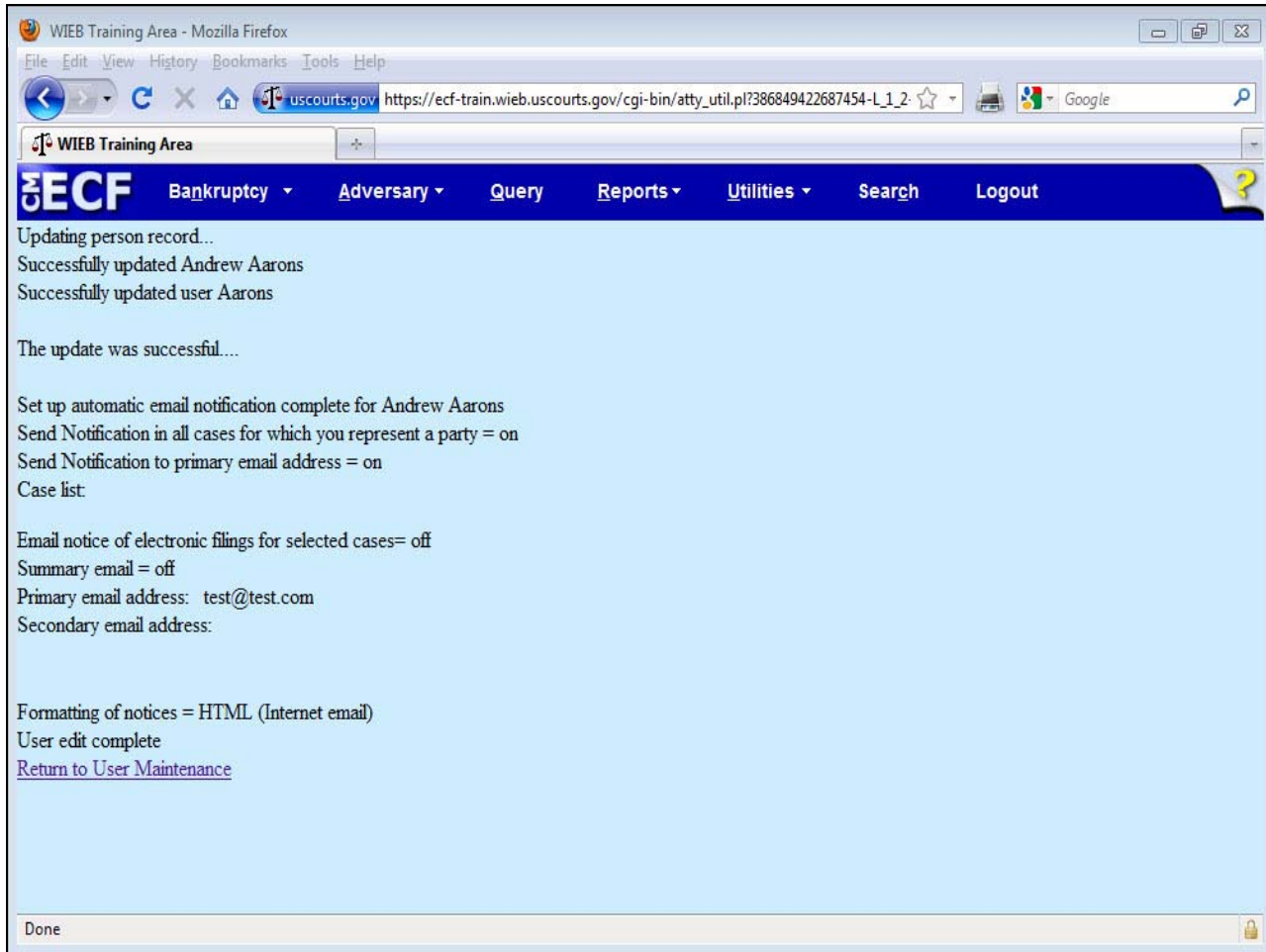


Slide notes

From this screen, you have the opportunity to select what cases are to be affected by the changes you made to your "Maintain User Account" screens. While there may be a circumstance when you choose to only update specific cases, the best rule of thumb is to select "Update All."

Click the submit button.

Slide 27 - Slide 27



WIEB Training Area - Mozilla Firefox

File Edit View History Bookmarks Tools Help

uscourts.gov https://ecf-train.wieb.uscourts.gov/cgi-bin/atty_util.pl?386849422687454-L_1_2

WIEB Training Area

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Updating person record...
Successfully updated Andrew Aarons
Successfully updated user Aarons

The update was successful...

Set up automatic email notification complete for Andrew Aarons
Send Notification in all cases for which you represent a party = on
Send Notification to primary email address = on
Case list:

Email notice of electronic filings for selected cases= off
Summary email = off
Primary email address: test@test.com
Secondary email address:

Formatting of notices = HTML (Internet email)
User edit complete
[Return to User Maintenance](#)

Done

Slide notes

The final screen will indicate that you have successfully updated your account.

Slide 28 - Slide 28

Summary

You should now be able to:

1. View and update your address information
2. View and update your email addresses
3. View and update your noticing options

Use the **Table of Contents** or the **Navigation bar** to revisit slides.

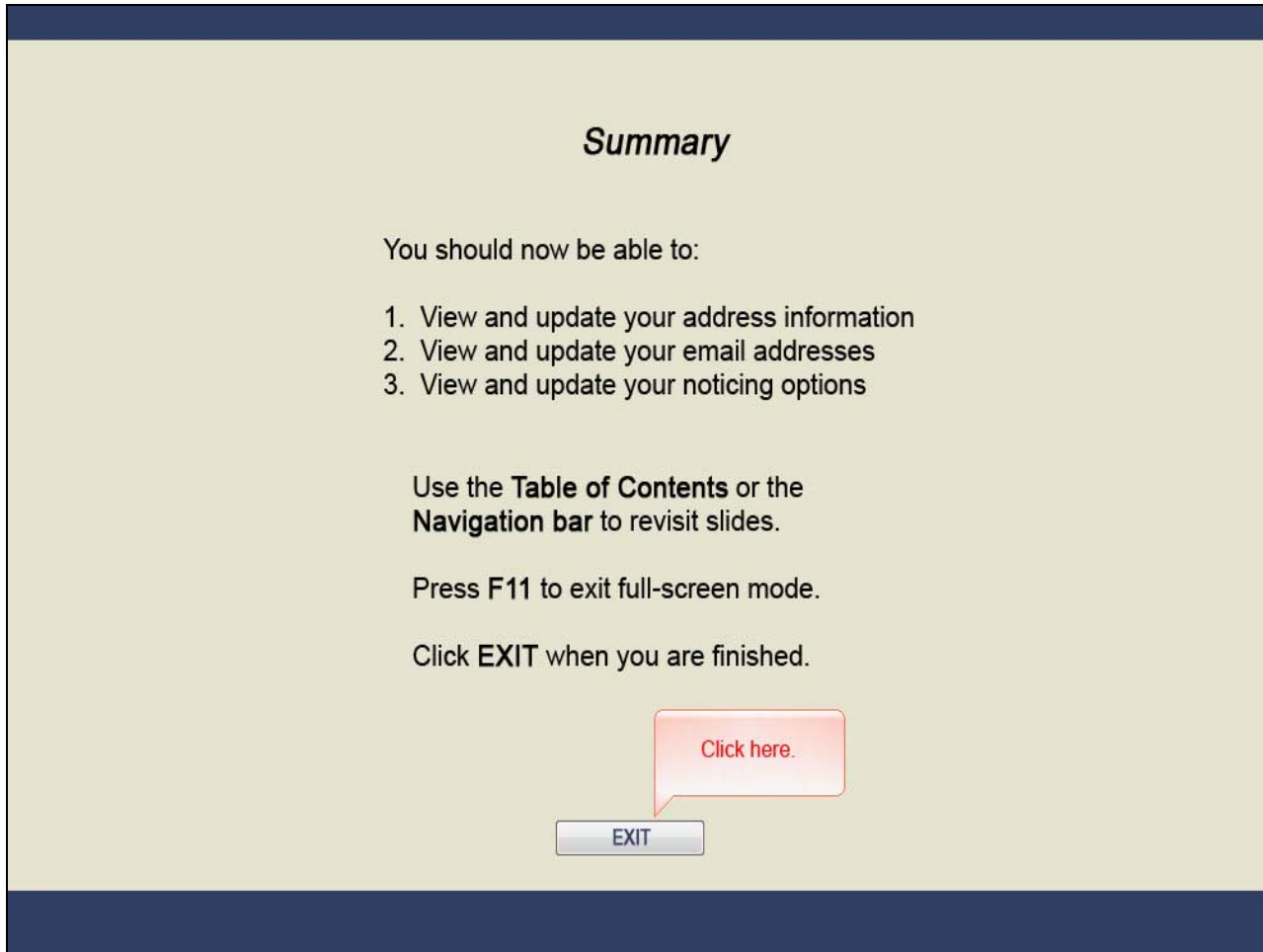
Press **F11** to exit full-screen mode.

Slide notes

In summary, as an electronic filer it is your responsibility to maintain and ensure your account information is always current.

Please refer to our court's CM/ECF Administrative Procedures which outlines this and other responsibilities you have as an electronic filer in the Eastern District of Wisconsin Bankruptcy Court.

Slide 29 - Summary/Exit

The slide has a light beige background with a dark blue header and footer. The title "Summary" is centered at the top. Below it, the text "You should now be able to:" is followed by a numbered list of three items. Further down, there are three lines of instructional text. At the bottom center, there is a grey "EXIT" button with a red callout bubble pointing to it that says "Click here." data-bbox="27 125 810 581"/>

Summary

You should now be able to:

1. View and update your address information
2. View and update your email addresses
3. View and update your noticing options

Use the **Table of Contents** or the **Navigation bar** to revisit slides.

Press **F11** to exit full-screen mode.

Click **EXIT** when you are finished.

[Click here.](#)

EXIT

Slide notes

You should now be able to view and update your address information, your email addresses, and your noticing options. Click EXIT to exit the module.