# Slide 1 - Welcome

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	United	Maintain Your ECF Account Captivate Version 5.0 Production Information: Contact Information: Webteam_Wieb@wieb.uscourts.gov January 13, 2012	StrintoSlideCountS
Mai	ntain You	ır ECF Account	

## 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

Navigation Instructions
Press F11 to view this lesson in full screen.
You can <b>Fast Forward</b> or <b>Rewind</b> the lesson by using the Navigation bar at the bottom of the screen. You can <b>Pause</b> the lesson by pressing the <b>Play</b> button.
You may turn <b>Closed Captioning</b> on and off by clicking the CC button <b>Description</b> in the lower right area of the screen in the Navigation bar.
This module also has a <b>Table of Contents</b> , or <b>TOC</b> , to jump to different sections of the lesson. You can open and close it with either:
<ul> <li>the arrow in the top left corner of the screen, </li> </ul>
<ul> <li>or the TOC button in the Navigation bar.</li> </ul>
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.
START

# Slide notes

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

### Slide 3 - Objectives

Objectives
<ul> <li>When you complete this tutorial, you should be able to:</li> <li>1. View and update your address information</li> <li>2. View and update your email addresses</li> <li>3. View and update your noticing options</li> </ul>
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

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11-28-2011 CM/ECF Update	
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The CM/ECF system has been upgraded to version 4.2	
11-24-2009 Important Notice Regarding Time Period Changes Effective December 1, 2009, Including 14-Day Deadlines for Filing Schedules, Statements, Chapter 13 Plans, and Bankruptcy Appellate Briefs	
Among the time-computation amendments to the Federal Rules of Bankruptcy Procedure that will take effect on December 1, 2009, are changes to 12 rules. https://ecf-train.wieb.uscourts.gov/cgi-bin/DisplayMenu.pl?Utilities&id=17103	that 🔹

## 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

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Utilities	
CM/ECF Account Information     PACER Account Information     Mailing Functions       Change Your Password     Change Your Client Code     Mailings	
CM/ECF Login       Review Billing History         Maintain Your ECF Account       View PACER Account Information         view Your Transaction Log       View PACER Account Information	
Select Maintain Your ECF Account	
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### Slide notes

From Utilities, select "Maintain Your ECF Account."

### Slide 6 - Slide 6

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Maintain User Account					
Last name Aarons	First name Andrew	N			
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 use	er information				
Submit					
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## 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

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Maintain User A	Account								
Last name	Aarons	First name	Andrew						
Middle name		Generation							
Title		Туре	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				
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## 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

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Address 2								
Address 3								
	Milwaukee		State WI	Zip 8	53202			
Country		c	ounty			*		
Phone			Fax					
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## Slide notes

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

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Middle name		Generation							
Title		Туре	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			*				
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Then, type the updated phone number.

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Office	Aarons Law Office								
Address 1	125 N. Broadway Ave,	Suite 325							
Address 2									
Address 3									
City	Milwaukee	State	WI Zip	53202					
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Submit	lick on the Email	information tab							
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## Slide notes

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

#### Slide 11 - Slide 11

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Send notices for adversary proceedings in whi	h I am directly involved	and for their related b	ankruptcy cases					
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Send a notice for each filing								
Send a Daily Summary Report					-			
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Done								

## 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

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## 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

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☑ 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

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

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• Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases							
You may receive notices for some i	bankruptcy cases if it is requ	ared by the Clerk of Court.					
Send a notice for each filing							
💿 Send a Daily Summary Report					-		
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Done					<b>a</b>		

#### 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

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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

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Email information for Andrew Aarons	
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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	<b>a</b>

### 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

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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

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© 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 case	es if it is required by the	Clerk of Court.					
Send a notice for each filing					-		
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### 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

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Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy c:	ises
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You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.	
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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

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## 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

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#### 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

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## Slide notes

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

### Slide 23 - Slide 23

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Return to Account screen	
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## 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

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Address 3							
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### Slide notes

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

### Slide 25 - Slide 25

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Click the Sul	bmit button							
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## 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

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Searching for existing Attorney Rec	ords						
Select the cases to be updated							
Submit Clear Click the Submit button	]						
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## 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.

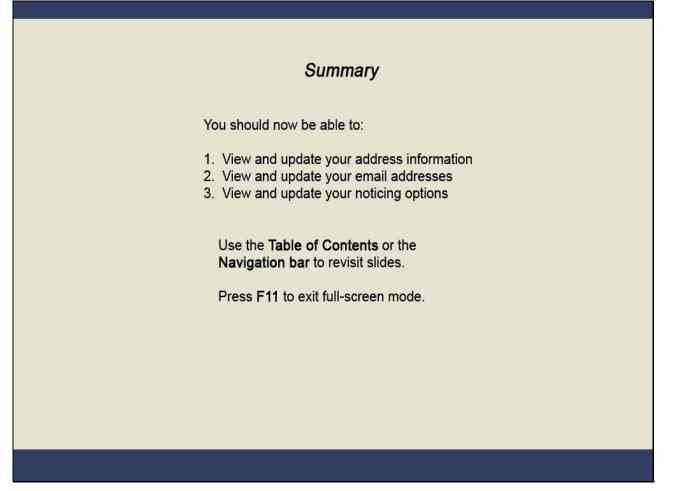
### Slide 27 - Slide 27

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Updating person record								
Successfully updated Andrew Aarons								
Successfully updated user Aarons								
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Case list.								
Email notice of electronic filings for selected cases= off								
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Return to User Maintenance								
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Done								

## Slide notes

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

#### Slide 28 - Slide 28



#### 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

Summary						
You should now be able to: 1. View and update your address information 2. View and update your email addresses						
<ol> <li>View and update your noticing options</li> <li>Use the Table of Contents or the Navigation bar to revisit slides.</li> </ol>						
Press F11 to exit full-screen mode. Click EXIT when you are finished.						
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.