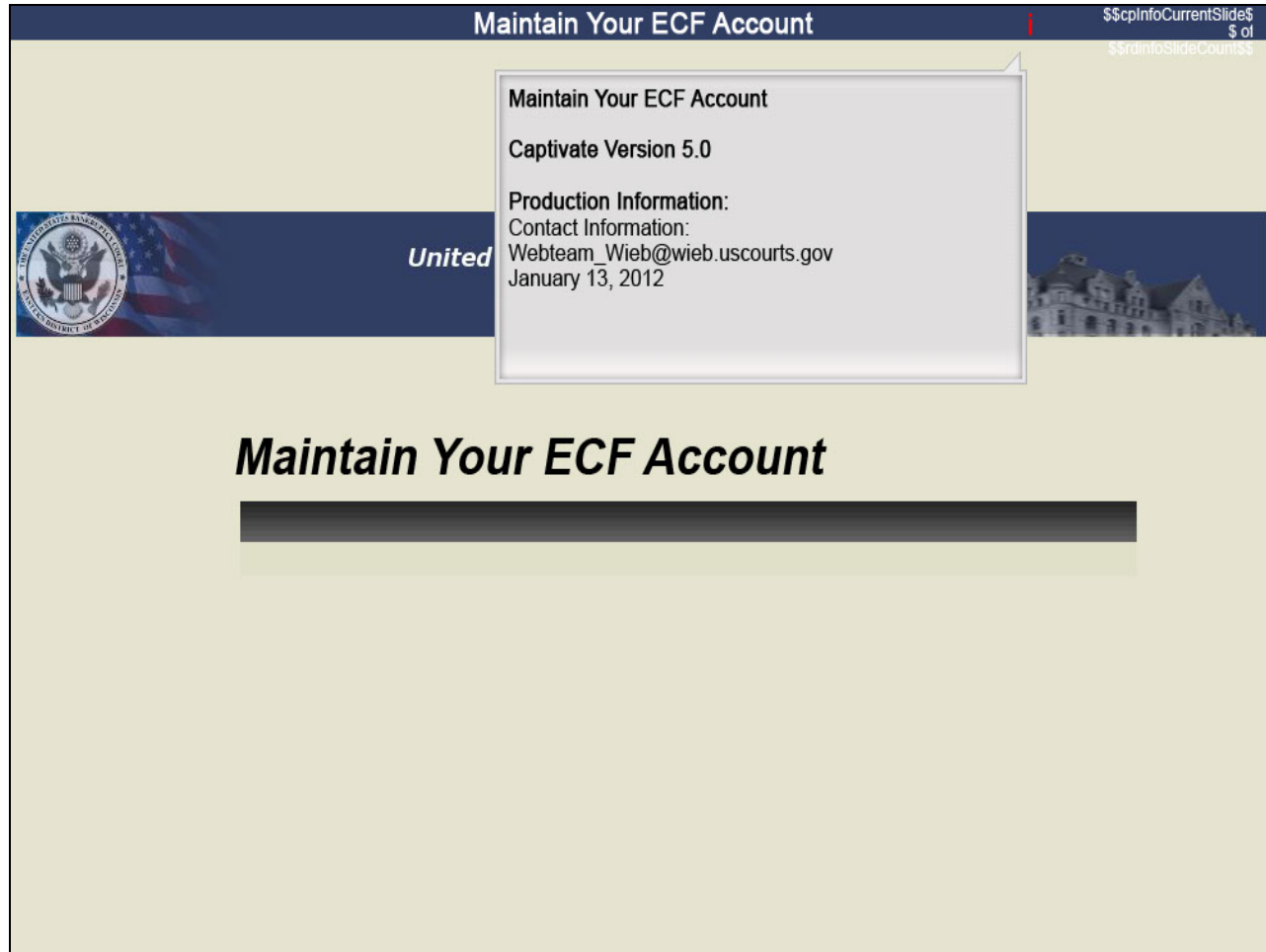


## Slide 1 - Welcome



## 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)

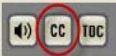
### Navigation Instructions

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


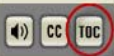
You can **Fast Forward** or **Rewind** the lesson by using the Navigation bar at the bottom of the screen. You can **Pause** the lesson by pressing the **Play** button.




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:

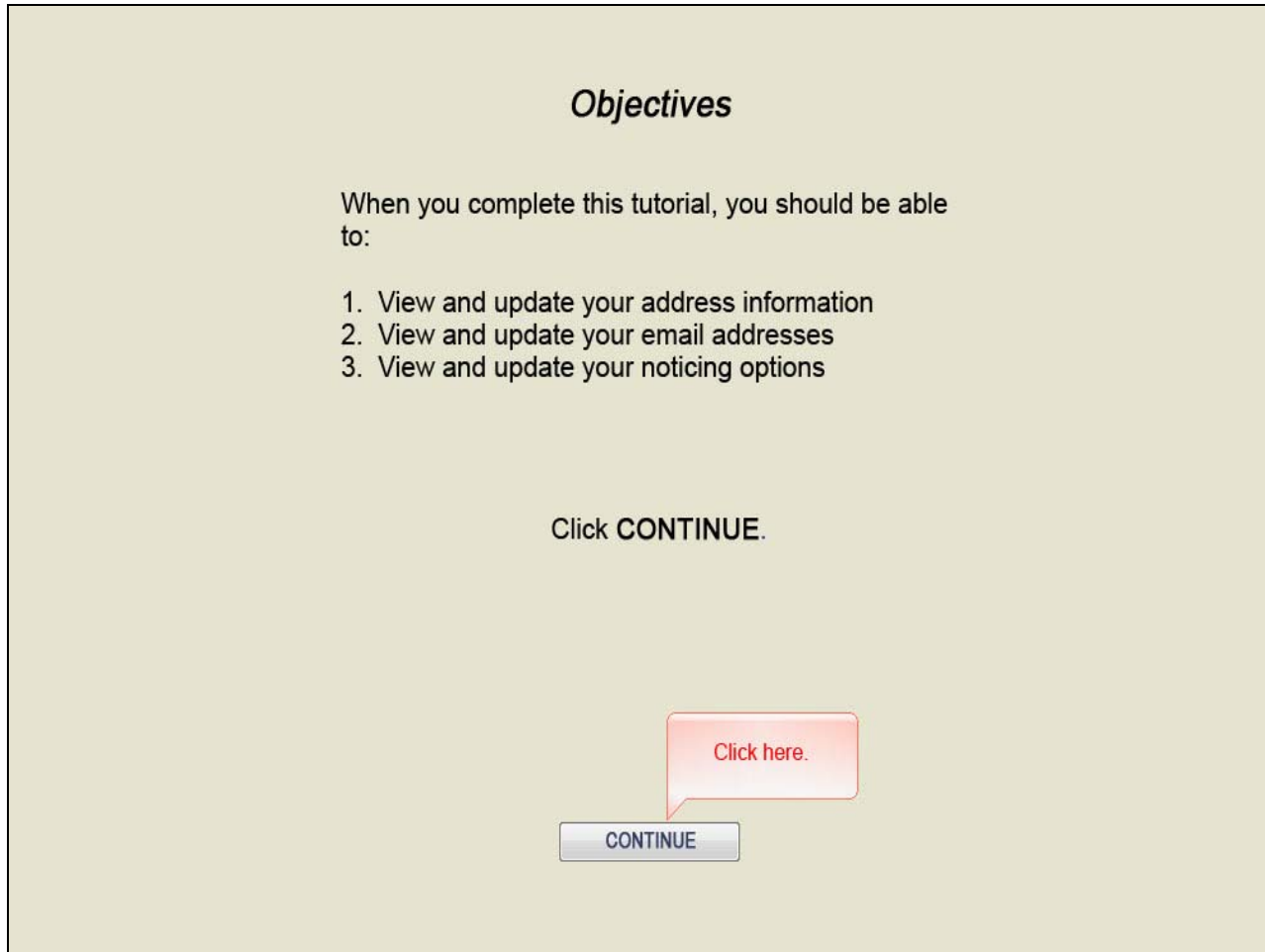
- the arrow in the top left corner of the screen, 
- or the **TOC** button in the Navigation bar. 

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**The slide has a light beige background. At the top center, the word "Objectives" is written in a bold, italicized black font. Below it, the text "When you complete this tutorial, you should be able to:" is displayed. Underneath this text is a numbered list with three items: "1. View and update your address information", "2. View and update your email addresses", and "3. View and update your noticing options". Further down, the text "Click CONTINUE." is centered. At the bottom center, there is a grey rectangular button with the word "CONTINUE" in blue capital letters. A red speech bubble with the text "Click here." points to the "CONTINUE" button.

***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.

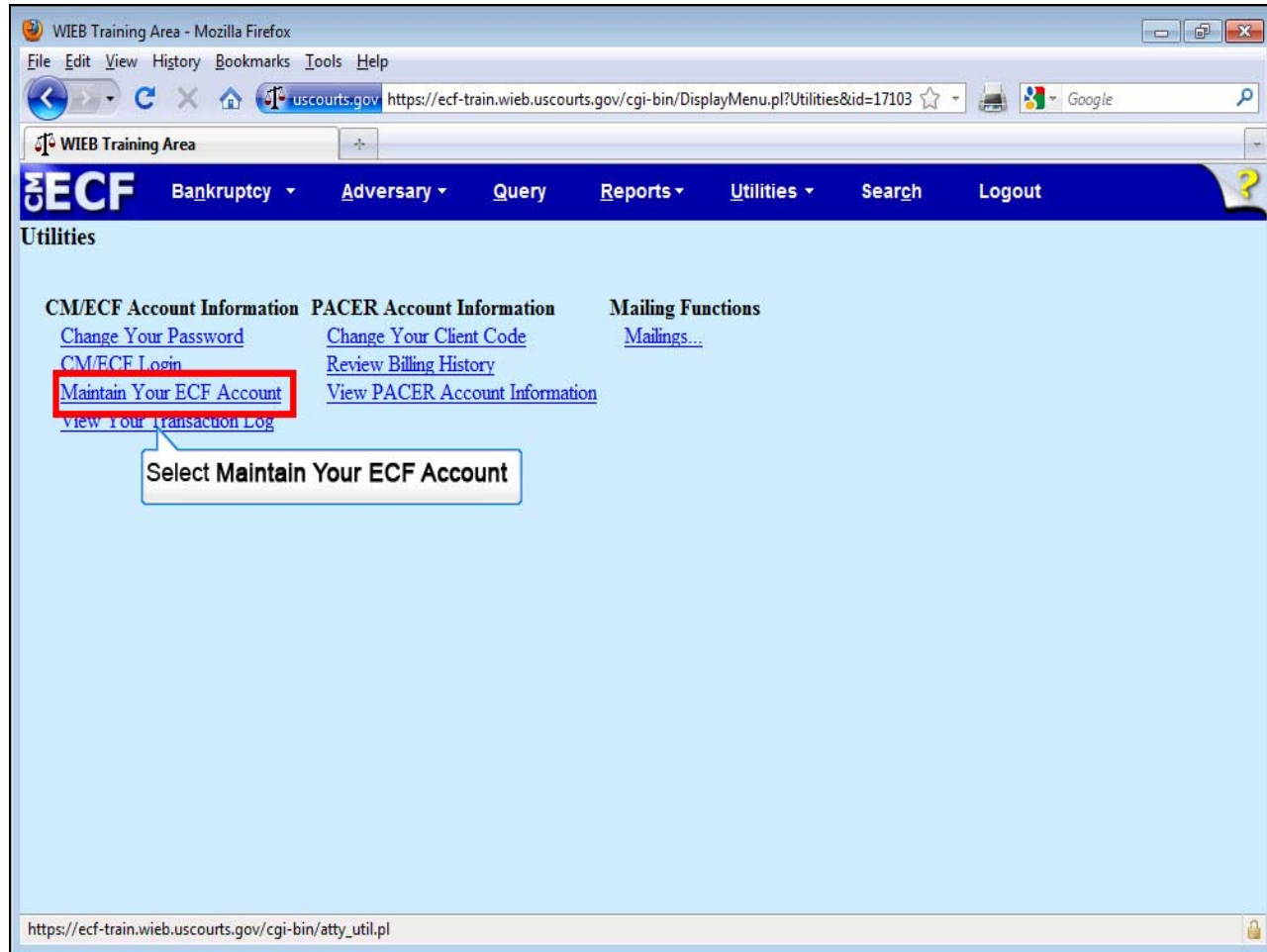
## Slide 4 - Slide 4



## 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...](#)

## 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 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

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 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 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

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



## Slide 9 - Slide 9

The screenshot shows a web browser window titled "WIEB Training Area - Mozilla Firefox". The address bar displays "https://ecf-train.wieb.uscourts.gov/cgi-bin/atty\_util.pl". The page features a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the section "Maintain User Account" is visible. The form contains the following fields and labels:

<b>Last name</b>	<input type="text" value="Aarons"/>	<b>First name</b>	<input type="text" value="Andrew"/>
<b>Middle name</b>	<input type="text"/>	<b>Generation</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>	<b>Type aty</b>	
<b>Office</b>	<input type="text" value="Aarons Law Office"/>		
<b>Address 1</b>	<input type="text" value="125 N. Broadway Ave, Suite 325"/>		
<b>Address 2</b>	<input type="text"/>		
<b>Address 3</b>	<input type="text"/>		
<b>City</b>	<input type="text" value="Milwaukee"/>	<b>State</b>	<input type="text" value="WI"/>
		<b>Zip</b>	<input type="text" value="53202"/>
<b>Country</b>	<input type="text"/>	<b>County</b>	<input type="text"/>
<b>Phone</b>	<input type="text" value="555-555-5555"/>	<b>Fax</b>	<input type="text"/>
<b>SSN / ITIN</b>	<input type="text"/>	<b>Tax ID / EIN</b>	<input type="text"/>
<b>Bar ID</b>		<b>Bar status</b>	
<b>Initials</b>		<b>DOB</b>	
		<b>Mail group</b>	
		<b>AO code</b>	<b>Person end date</b>

Below the form fields are two buttons: "Email information..." and "More user information...". At the bottom left are "Submit" and "Clear" buttons. The status bar at the bottom of the browser window shows "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: 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: 555-555-5555 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

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

The screenshot shows a web browser window titled "WIEB Training Area - Mozilla Firefox". The address bar shows the URL "https://ecf-train.wieb.uscourts.gov/cgi-bin/atty\_util.pl?667802753896223-L\_1\_0". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Email information for Andrew Aarons". It contains two columns of input fields. The left column has "Primary email address" and "Secondary email address". The right column has "Reenter primary email address" and "Reenter secondary email address". The "Primary email address" and "Reenter primary email address" fields are highlighted with red rectangles and contain the text "test@test.com". Below the input fields, there are several checkboxes and radio buttons for selecting notice preferences. The "Send the notices specified below" section has two checkboxes: "to my primary email address" (checked) and "to the secondary addresses" (unchecked). The "Send notices in cases in which I am involved" section has two checkboxes: "Send notices in cases in which I am involved" (checked) and "Send notices in these additional cases" (unchecked). The "Send notices for adversary proceedings" section has two radio buttons: "Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases" (selected) and "Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases" (unselected). Below these radio buttons is a note: "You may receive notices for some bankruptcy cases if it is required by the Clerk of Court." The "Send a notice for each filing" section has two radio buttons: "Send a notice for each filing" (selected) and "Send a Daily Summary Report" (unselected). The bottom of the page shows a status bar with the text "Done".

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 address test@test.com

Reenter primary email address test@test.com

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

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

The screenshot shows a web browser window titled "WIEB Training Area - Mozilla Firefox". The address bar displays "https://ecf-train.wieb.uscourts.gov/cgi-bin/atty\_util.pl?667802753896223-L\_1\_0". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Email information for Andrew Aarons" and contains two columns of input fields for email addresses. The left column is for "Primary" and "Secondary" email addresses, and the right column is for "Reenter" primary and secondary email addresses. Below the input fields, there are several checkboxes and radio buttons for selecting notification preferences. The "Send the notices specified below" section includes checkboxes for "to my primary email address" (checked) and "to the secondary addresses". The "Send notices in cases in which I am involved" section includes a checked checkbox and a text input field. The "Send notices for adversary proceedings" section includes two radio buttons, with the first one selected. A note below states: "You may receive notices for some bankruptcy cases if it is required by the Clerk of Court." The "Send a notice for each filing" and "Send a Daily Summary Report" sections each have a radio button, with the first one selected. The bottom of the page shows a "Done" button and a lock icon.

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

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

The screenshot shows a web browser window titled "WIEB Training Area - Mozilla Firefox". The address bar shows the URL "https://ecf-train.wieb.uscourts.gov/cgi-bin/atty\_util.pl?667802753896223-L\_1\_0". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Email information for Andrew Aarons". It contains two columns of form fields. The left column has "Primary" and "Secondary" sections, each with "email" and "address" labels. The "Primary" email field contains "test@test.com". The "Secondary" email and address fields are empty and highlighted with red rectangles. The right column has a "Reenter" section with "primary", "secondary", "email", and "address" labels. The "primary" email field contains "test@test.com", and the "secondary" email and address fields are empty and highlighted with red rectangles. Below the form fields, there are checkboxes for "Send the notices specified below", "Send notices in cases in which I am involved", and "Send notices in these additional cases". There are also radio buttons for "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", "Send a notice for each filing", and "Send a Daily Summary Report". A note states: "You may receive notices for some bankruptcy cases if it is required by the Clerk of Court." The bottom of the browser window shows a status bar with "Done" and a lock icon.

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

**Secondary**

email

address

**Reenter**

primary test@test.com

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

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

<b>Primary</b>	<b>Reenter</b>
email test@test.com	primary test@test.com
address	email
	address
<b>Secondary</b>	<b>Reenter</b>
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

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

<b>Primary</b> email test@test.com address	<b>Reenter</b> primary test@test.com email address
<b>Secondary</b> email address	<b>Reenter</b> 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

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

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 11-20001

☒ 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

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

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

11-20001 Find This Case

☒ 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

Done

## 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	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

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

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

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



## Slide 23 - Slide 23

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?103175746078186-L\_1\_0- ☆

WIEB Training Area

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

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

Click the Return to Account screen button

Return to Account screen Clear

Done

## 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**

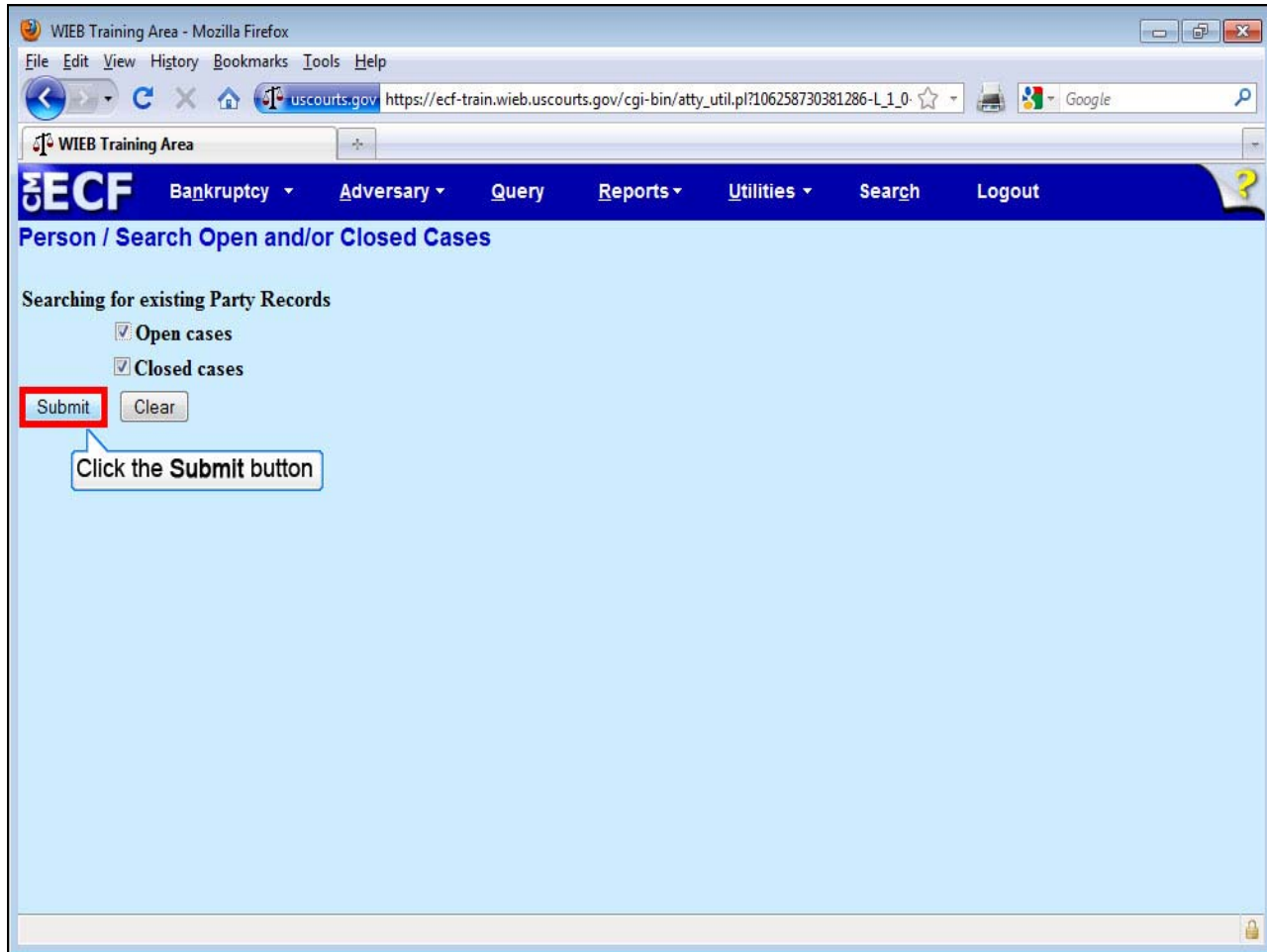
Last name:  First name:   
Middle name:  Generation:   
Title:  Type aty:   
Office:   
Address 1:   
Address 2:   
Address 3:   
City:  State:  Zip:   
Country:  County:   
Phone:  Fax:   
SSN / ITIN:  Tax ID / EIN:   
Bar ID:  Bar status:  Mail group:   
Initials:  DOB:  AO code:  Person end date: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

Done

## Slide notes

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

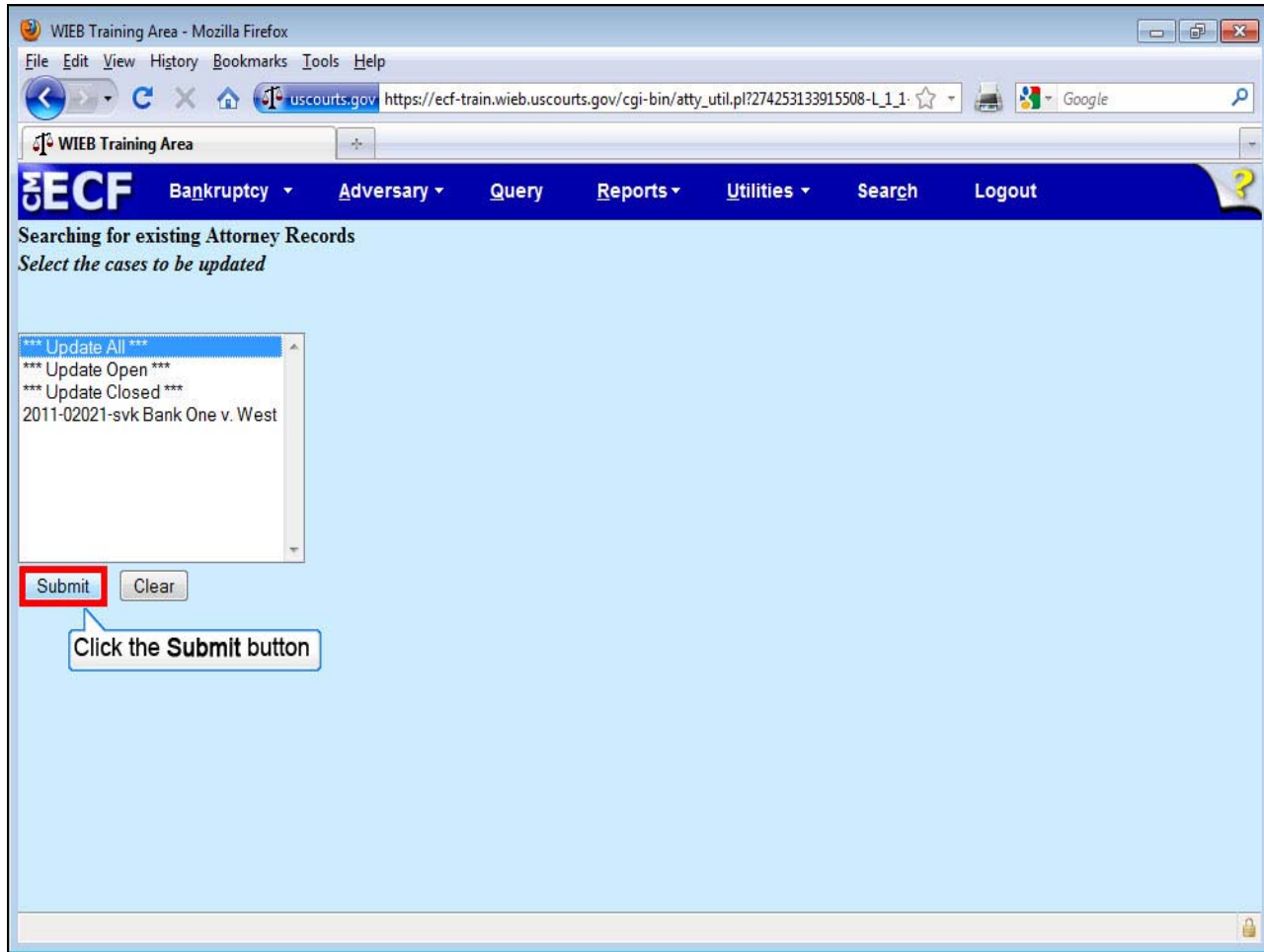
## Slide 25 - Slide 25



## 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

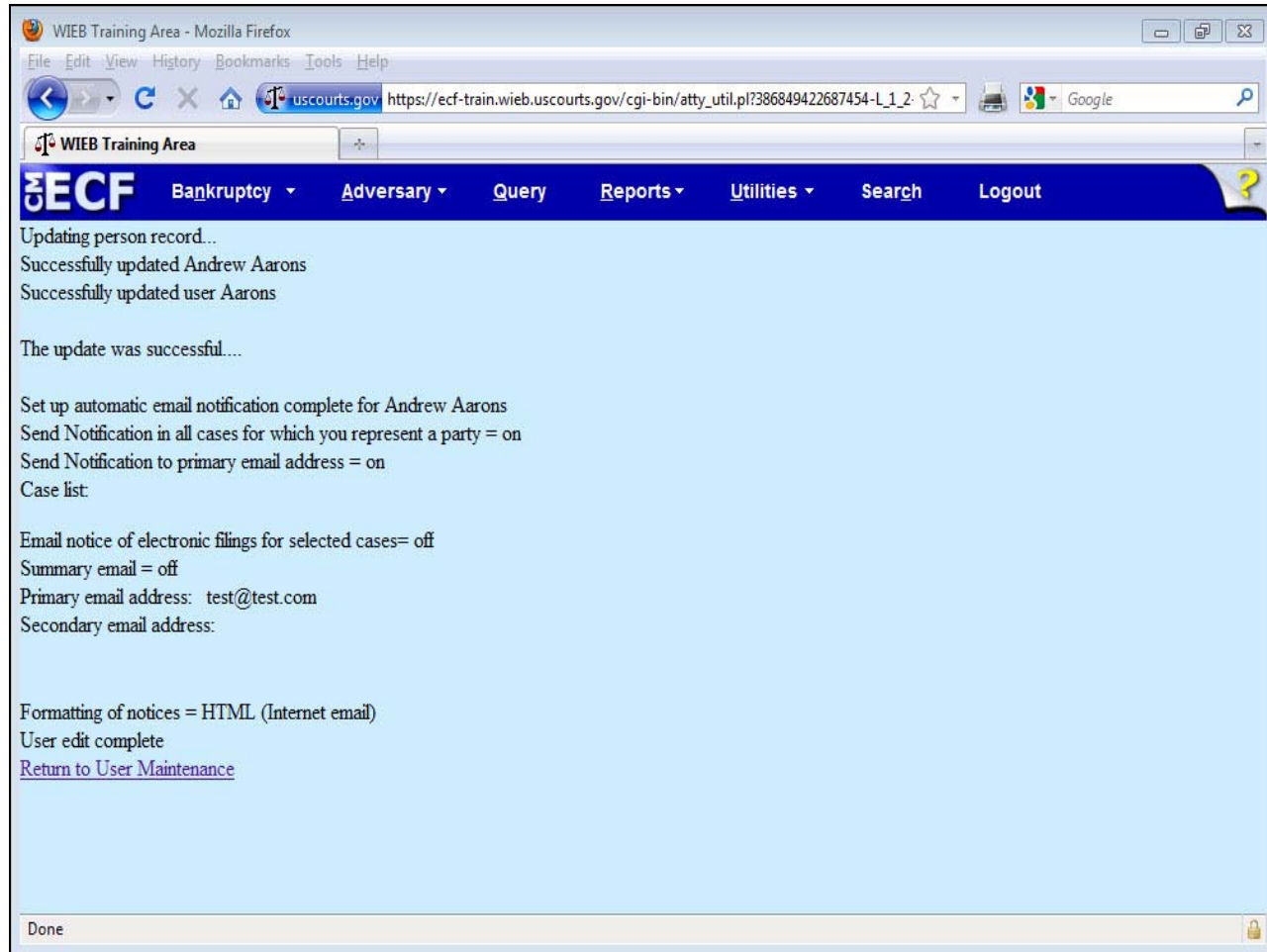


## Slide notes

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



## 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.

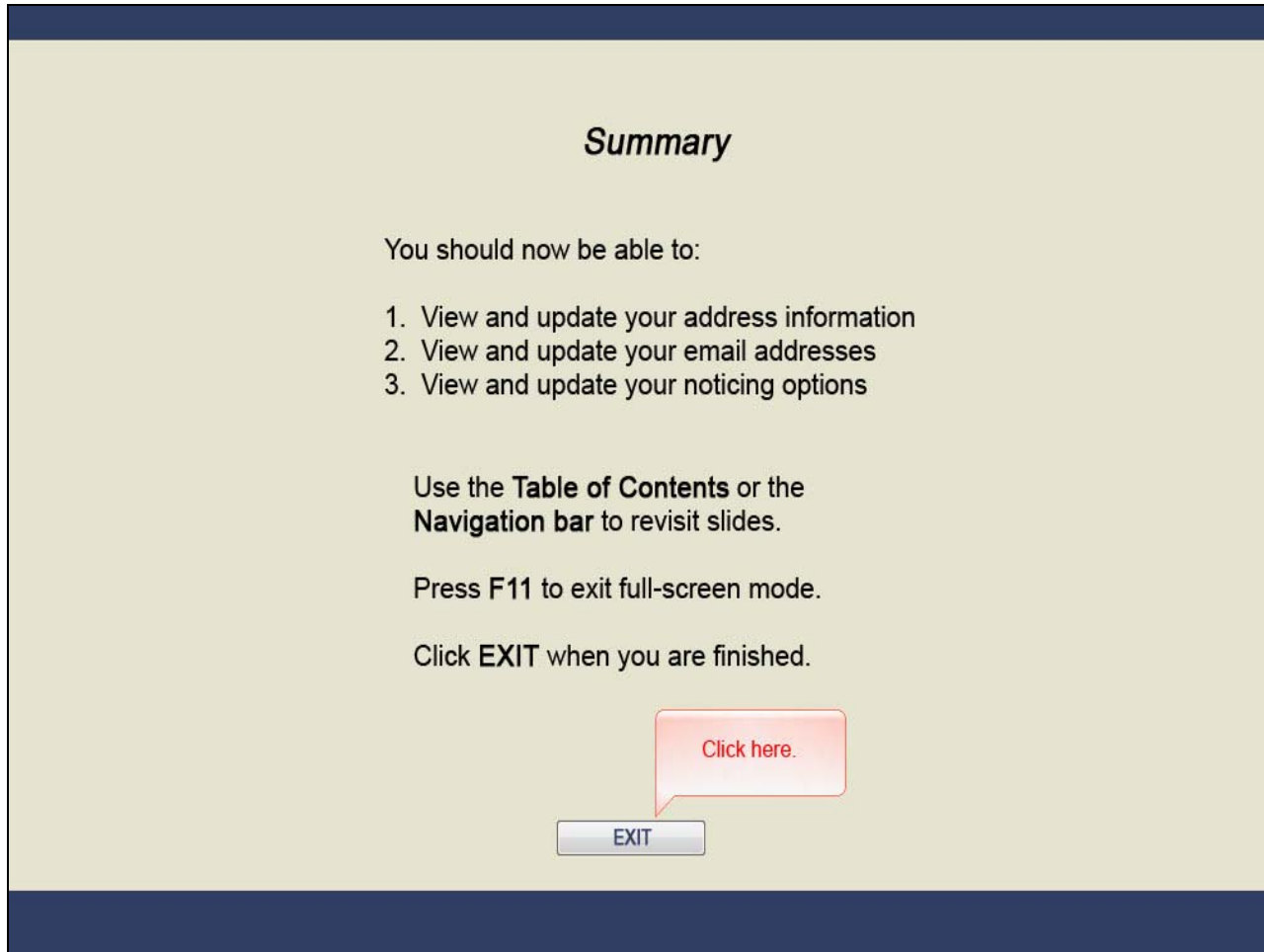
Press **F11** to exit full-screen mode.

### **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 word "Summary" is centered at the top in a bold, italicized font. Below it, the text "You should now be able to:" is followed by a numbered list of three items: "1. View and update your address information", "2. View and update your email addresses", and "3. View and update your noticing options". Further down, the text "Use the Table of Contents or the Navigation bar to revisit slides." is displayed. Below that is "Press F11 to exit full-screen mode." and "Click EXIT when you are finished." At the bottom center, there is a grey rectangular button labeled "EXIT". A red speech bubble with the text "Click here." points to the "EXIT" button.

***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.