

USER MAINTENANCE

CM/ECF users will be issued an account with a user login and password. The CM/ECF login provides registered users the ability to submit pleadings electronically to the court. Public users (attorneys, trustees, and creditors) must also log into PACER to inquire on cases or look at reports. Existing PACER logins and passwords will be accepted. This module explains how users can update:

- User name, address and other party data
- E-mail information and electronic noticing preferences
- Passwords
- View their transaction log

NOTE: LIMITED-ACCESS USERS can change their password and view their transaction log but CANNOT maintain their CM/ECF Account. To make changes to their account, Limited-AccessUsers can send an email to the helpdesk with changes indicated at ecfhelpdeskmiwb@miwb.uscourts.gov.

Maintain Your CM/ECF Account

STEP 1 Click on **Utilities** on the CM/ECF Main Menu bar, select **Maintain Your ECF Account**, which is found under the **Your Account** sub-menu.

STEP 2 Your **USER ACCOUNT** screen will appear displaying your current account information.

- Update your personal information on this screen. When it is correct, click **Submit** to save the changes. If the **Submit** button is not used, the record will not be modified.
- The **Email information...** and **More user information** buttons provide further screens to modify your user profile. The following pages will explain these features in more detail.

STEP 3 The **E-MAIL INFORMATION** screen presents options for control of your electronic notification on each court's CM/ECF system.

NOTE: You can request e-mail copies of notification on all cases to which you are a party or only on specific cases. You can receive e-mail activity throughout the day or a daily summary of all noticing activity. "All activity" includes notification of claims as well as other entries to a case.

- Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

- Each section on the E-MAIL INFORMATION screen is explained below:
 - **Primary E-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.
 - **Secondary E-mail address.** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish a separate E-mail account for CM/ECF activity from your routine E-mail correspondence.
 - **Send the notices specified below...**
 - **to my primary E-mail address**
 - To activate CM/ECF notification you must first check the box next to your E-mail address.
 - **to the secondary addresses**
 - You may have notices sent to other E-mail addresses besides your primary E-mail address. When entering multiple E-mail addresses, separate each address with a semi-colon.
 - **Send notices in cases in which I am involved**
 - Checking this box will automatically inform the user when any filing has been submitted in a case where this person is a participant.
 - **Send notices in these additional cases**
 - You do not have to be a participant in a case to receive notification of activity. Attorneys can elect to be notified of activity in cases in which they have an interest but are not parties to the case. It is possible to select both options. NOTE: This list is maintained by each user. As you are involved in more cases or as cases close, you must update this screen.
 - **Send a notice for each filing.**
 - Checking this box means you will receive E-mail notices when activity occurs throughout the day to the account(s) specified above. The title of the E-mail will describe the type of filing and the case number.

- **Send Daily Summary Report.**
 - A comprehensive list of one day's activity can be sent once a day. Notifications for claims will also be included in this mail list.
 - A Summary report includes the case numbers and titles of cases in which activity occurred for that day. The text of the Summary E-mail notification will display the docket event and the document number (including the hyperlink).
- After you have entered the information as desired, click on **Return to Account** screen.

NOTE: The **More user information** button will display login information. Password changes cannot be made on this screen.

STEP 4 Click **Submit** to save the changes. A list of the cases you are associated with will then appear.

- If you want this new information to apply to all of the cases, click on *****Update All***** at the top of the list. To change information only on certain cases, hold down the **Control** key after selecting the first case number and click on the others, one at a time, to highlight them.
- When you have all of the desired cases or *****Update All***** highlighted, click **Submit** to apply the new information.
- The system will update the records and inform you that they were updated. You can then click on another selection in the **CM/ECF Main Menu Bar**.

NOTE: Modifications to NAME, SSN, TAX ID, or BAR ID will automatically update ALL cases.

CHANGE YOUR PASSWORD

STEP 1 Click on **Utilities** on the CM/ECF Main Menu bar, select **Change Your Password**, which is found under the **Your Account** sub-menu.

STEP 2 Your login ID will appear. Type new password in the first text box then re-enter the new password in the second box.

NOTE: Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).

STEP 3 Click **Submit**

VIEW YOUR TRANSACTION LOG

All docketing activity is recorded through each user's transaction log. This feature is found under Utilities on the CM/ECF Main Menu Bar. Information on this log can be selected by date range.

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked. Your transaction activity is not accessible to other users besides yourself except for court systems staff.