Maintaining Your Account

This function allows you to update your personal information and instructions about email notification.

STEP 1 Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hypertext link from *Your Account* menu. The Maintain User Account screen appears.

δEC	CF	Bankruptcy	• Adve	rsary •	Query •	Reports	•	Utilities	•	Logout	2
iviaintain User F	ACCOUNT					_					
Last name			First nam	ıe							
Middle name			Generatio	n							
Title			Тур	pe tr							
Office											
Address 1											
Address 2											
Address 3											
City			State	Zip							
Country			County		~						
Phone			Fax								
SSN			Tax Id								
Bar Id			Bar status		Mail	group					
Initials 1	hh DOB		AO code		Person er	ıd date					
Email info	ormation	More u	ser informatior	n							
Submit	Clear										

- C Make appropriate changes or additions to your name, address, telephone and/or fax number. (*Note: Do not enter SSN, Tax ID or DOB*).
- C **Email information...**button allows you to specify how you want to be notified of CM/ECF filings and the email address at which you want to receive notification, see Step 2.
- C **More user information...**button allows you to change your password, see Step 3.
- C Click on **Submit** button upon completing all changes/additions.
- C Click on **Clear** button to clear changes you may have made.

STEP 2 Click on the **Email information** button, the following *E-mail information* screen will appear.

BECF	Bankruptcy •	Adversary	• Query	Reports	• Utilities •	Logout	- 🌮
E-mail information for Lisa H Ha	•						
Primary e-ma	il address				A 		
Send the notices specified below is to my primary e-mail add							
☐ to these additional addres	sses				* *		
Send notices in cases in whi	ich I am involved						
Send notices in these addition	onal cases	•					
Send a notice for each filing	5						
🔿 Send a Daily Summary Repo	ort						
Format notices 💿 html format	for Netscape or ISP o	-mail service					
O text format f	for cc:Mail, GroupWi	se, other e-mail se	ervice				
Return to Account scree	en Clear						

- C **Primary e-mail address -** specify the complete address.
- C Send the notices specified below select one or both options.
 - to my primary e-mail address

to these additional addresses - add additional email addresses in text box.

- C To receive notices for a case in which you are not involved, check the box for **Send notices in theses additional cases** and key the case number(s) in the text box.
- C Select appropriate radio button to receive notice of electronic case filing for each case (Send a notice for each filing) or a summary report containing all the cases (Send a Daily Summary Report).
- C **Format notices -** select appropriate format.

html format for Netscape or ISP e-mail service text format for cc:Mail, Group Wise, other e-mail service

- C Click on **Return to Account screen** to continue making changes to your account and/or to submit changes once completed.
- C Click on **Clear** button to clear changes you may have made.

STEP 3 Upon clicking the **More user information** button, more information from your account will appear.

ECF	Bankruptcy		Adversary		Query	Reports	Utilities	Logout	2
More User Information for Li			Adversary		query	Reports	otintico	Logour	- H
Login lisa			Last login 10-20-	2003	11:13				
Password *******	kołoście	Cw	rrent login 10-27-	2003	11:13				
Prid 10076		(Create date 01/24/	2002					
Registered 📉 💌		I	Update date 01/24/	2002					
Internet Credit Card 🛛 💌									
Groups Docket	Clerk								
Return to Account so	reen Cle	ear							
I									

gin - may not be changed without court approval.

- C **Password** you may change your password. Note: When you type a new password, it is readable. Whenever this screen is displayed again, the password will be hidden.
- C Click on **Return to Account screen** to continue making changes to your account and/or submit changes once completed.
- C Click on **Clear** button to clear changes you may have made.
- **STEP 4** After making appropriate changes/additions, click on the **Submit** button, the system will display all cases in which you are involved.



- C **Update All** default selection, click **Submit** button to have address information spread to all cases.
- C To have address update spread to specific cases but not all, hold down **<Ctrl>** key on keyboard while clicking on specific cases.
- C Click on **Submit** button to update your account
- C Click **Clear** button to clear selection.

CM/ECF Court & Attorney

Maintaining Your Account - Page 4

STEP 5 The **Update Person** information screen will be displayed, to continue click on the *Main Menu* option of your choice.



View Your Transaction Log

Displays details of all transactions (docketing) that the current user has entered into CM/ECF for a specific time period.

STEP 1 Select Utilities from the Main Menu, click on View Your Transaction Log hypertext link from the *Your Account* menu. *View Transaction Log* screen appears.

ECF	Bankruptcy	•	Adversary	•	Query	•	Reports	•	Utilities	•	Logout	2
View Transaction Log												
Enter the Date Selection Criteria Start Date: 1/1/1996 En Submit Clear	for the Transactio d Date: 10/27/20		g Report									

С

Click in the dialog boxes of **Start Date: and End Date:** and type the dates for the report you want displayed.

C Click on **Submit** after completing date selection or **Clear** to reset search criteria.

STEP 2 The **Transaction Log** screen appears.

Transaction Log Report Period: 07/01/2003 - 10/27/2003											
Id	Date	Case Number	Text								
35105	08/18/2003 11:18:43	2-03-bk-50464	Motion to Abandon. Motion for Relief from Stay re: 1999 Buick. Receipt Number 12345, Fee Amount \$75.00, Filed by Creditor Bank of America (Ihh)								
35106	08/18/2003 14:16:18	2-03-bk-50465	Motion for Adequate Protection, Motion for Relief from Stay re: 1999 Ford Festiva. Receipt Number 12345, Fee Amount \$75.00, Filed by Creditor Budget Auto Sales (Ihh)								
35112	08/19/2003 14:10:51	2-03-bk-50465	Motion to Abandon. Motion for Relief from Stay RE: 1999 Ford Festiva. Receipt Number 1234567, Fee Amount \$75.00, Filed by Creditor Budget Auto Sales (1hh)								
35117	08/19/2003 14:23:59	2-03-5k-50464	Motion to Abandon. Motion for Relief from Stay re: 2001 Explorer. Receipt Number 12345, Fee Amount \$75.00, Filed by Creditor Ford Motor Credit (Ihh								
35372	10/15/2003 15:41:15	2-03-bk-50469	Meeting of Creditors 341(a) meeting to be held on 11/17/2003 at 10:00 AM a Room 645, Memphis, TN. Proof of Claims due by 2/15/2004. Voluntary Petition Flaing Date 10/15/2003. Government Proof of Claims due by 4/12/2004. (hb)								
35390	10/16/2003 09:50:28	2-03-bk-50469	Filing Fee Paid Receipt Number 54412, Fee Amount \$75.00 (RE: related document(s)[3] Application to Pay Filing Fees in Installments filed by Debtor Matthew Bowles) (lhh)								
35481	10/17/2003 12:09:35	2-03-bk-50469	Lisa Haney added as trustee to case (1hh)								
35482	10/17/2003 12:10:42	2-03-bk-50603	Lisa Haney added as trustee to case (1hh)								
35591	10/20/2003 11:00:07	2-03-ък-50471	Meeting of Creditors 341(a) meeting to be held on 12/5/2003 at 10:00 AM at Room 680, Memphis, TN. Proof of Claims due by 3/4/2004/Volumtry Petition Filing Date 10/20/2003. Government Proof of Claims due by 4/17/2004. (hh)								

- C To print transaction log, click on **Print** from your *Browser's* toolbar.
- C To continue, click *Main Menu* option of your choice.