

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.

- 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.

- 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 these 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.

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More User Information for Lisa H Haney

Login Last login 10-20-2003 11:13

Password Current login 10-27-2003 11:13

Prid 10076 Create date 01/24/2002

Registered Update date 01/24/2002

Internet Credit Card

Groups Docket Clerk

C **Lo 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.

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Searching for existing Attorney Records

Select the cases to be updated

CAUTION: If you modified name, SSN, Tax ID, or Bar ID on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

2003-50469 Matthew Bowles
2003-50470 John Taylor
2003-50471 Joseph Taylor
2003-50472 Kyle

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.

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.



C

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.

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 (lhh)
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 (lhh)
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 (lhh)
35117	08/19/2003 14:23:59	2-03-bk-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 (lhh)
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 at Room 645, Memphis, TN. Proof of Claims due by 2/15/2004. Voluntary Petition Filing Date 10/15/2003. Government Proof of Claims due by 4/12/2004. (lhh)
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 (lhh)
35482	10/17/2003 12:10:42	2-03-bk-50603	Lisa Haney added as trustee to case (lhh)
35591	10/20/2003 11:00:07	2-03-bk-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. Voluntary Petition Filing Date 10/20/2003. Government Proof of Claims due by 4/17/2004. (lhh)

Total Number of Transactions: 9

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