

Maintaining Your Account

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

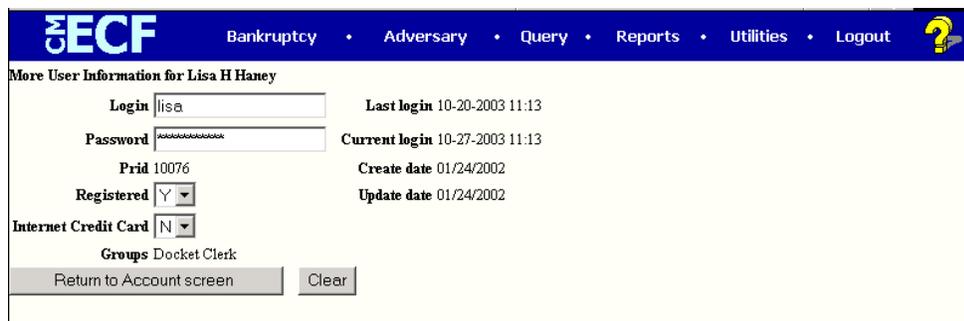
STEP 1 Select **Utilities** from the Main Menu, click on **Maintain Your ECF Account** hypertext link from *Your Account* menu. The Maintain User Account screen appears.

- 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.

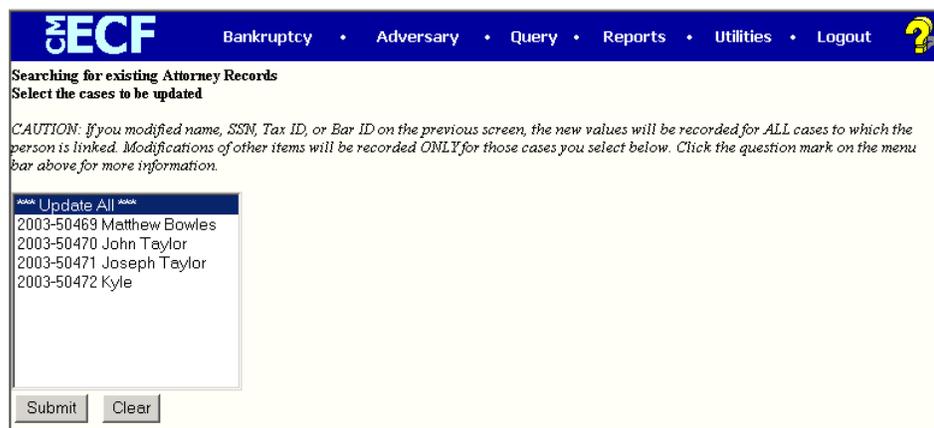
STEP 3 Upon clicking the **More user information** button, more information from your account will appear.



C **gin** - may not be changed without court approval. Lo

- 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.

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.