

# Maintain User Accounts / Change Password

Internet users will access CM/ECF using PACER.

This module will assume that the internet user has accessed CM/ECF using their PACER username and password.

## MAINTAIN USER ACCOUNTS

After clicking on **Utilities** on the CM/ECF Main Menu bar, select Maintain Your ECF Account under the **Your Account** sub-menu. (See Figure 1.)

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[Bankruptcy](#) ▾ [Adversary](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Help](#) [Log Out](#)

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**Utilities**

<p><b>Your Account</b></p> <ul style="list-style-type: none"> <li><a href="#">Link a CM/ECF account to my PACER account</a></li> <li><a href="#">Change Your Client Code</a></li> <li><a href="#">Internet Payment History</a></li> <li><a href="#">Internet Payments Due</a></li> <li><a href="#">Maintain Your ECF Account</a> </li> <li><a href="#">Review Billing History</a></li> <li><a href="#">View PACER Account Information</a></li> <li><a href="#">View Your Transaction Log</a></li> <li><a href="#">Check PDF Document</a></li> </ul>	<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li><a href="#">Court Information</a></li> <li><a href="#">Mailings...</a></li> <li><a href="#">Verify a Document</a></li> <li> </li> <li><a href="#">Pacer Case Locator (National Index)</a></li> <li><a href="#">Links to Other Courts</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">NextGen Release 1.1 Menu Items</a></li> <li><a href="#">NextGen Release 1.2 Menu Items</a></li> </ul>
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Figure 1

Click on “Edit my name and address information” (See Figure 2) to be taken to PACER - Manage My Account. (See Figure 3).

**CM/ECF** Bankruptcy - Adversary - Query Reports - Utilities - Search Help Log Out

Maintain User Account

[Edit my name and address information](#)

Last name  First name   
Middle name  Generation   
Title  Type aty  
Office   Add Headers to PDF Documents  
Address 1   
Address 2   
Address 3   
City  State  Zip   
Country  County   
Phone  Fax   
Alternate Phone  Text Phone   
Bar ID  Bar status  Mail group   
Initials  DOB  AO code   
Person end date

Email information... More user information...

Submit Clear

Figure 2

Manage My Account | Case Search Sign In

**PACER** PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

**PACER Links**

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

**MANAGE MY ACCOUNT**

Welcome, Moeb Attorney [Logout](#)

Account Number	6023394
Username	liveattorney
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings Maintenance Payments Usage

<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Update E-File Email Noticing and Frequency</a>	<a href="#">Check E-File Status</a>
<a href="#">Display Registered Courts</a>	<a href="#">E-File Registration/Maintenance History</a>

Figure 3

Login to PACER using your PACER username and password to manage your account (See Figure 4).

The screenshot shows the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. To the right, there are links for 'Manage My Account' and 'Case Search Sign In'. Below the navigation bar is a menu with options: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, and CONTACT US. On the left side, there is a 'PACER Links' sidebar with a list of links: Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and contains a login form. The form has a blue header with the word 'Login'. Below the header, there is a section for '\* Required Information' with two fields: 'Username \*' containing the text 'liveattorney' and 'Password \*' which is an empty field. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. Underneath the buttons, there is a link: 'Not liveattorney? [Click here to login as a different user](#)'. Below that, there are three links: '[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)'. At the bottom of the form, there is a notice: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

Figure 4

## CHANGE PASSWORD

To change your password, please visit the PACER website at <https://pacer.uscourts.gov>

### USER TRANSACTION LOG

All docketing activity is recorded through each user’s **User Transaction Log**. This feature is found under Utilities on the CM/ECF Main Menu Bar. Click View Your Transaction Log. Information on this log can be selected by date range. A typical excerpt from a transaction log is displayed below. (See Figure 5.)

Id	Date	Case Number	Text
17429	03/21/2003 10:34:19	03-40002	Opened New BK Case 03-40002
17431	03/21/2003 11:06:01	4-03-bk-40002	Verification of Matrix Filed by Debtors Bill F. Jones, Mary J. Jones. (pfeatty, )
17432	03/21/2003 11:31:39	03-40003	Opened New BK Case 03-40003
17433	03/21/2003 11:47:44	03-40002	insert 6 creditors loaded
17436	03/21/2003 12:01:13	4-03-bk-40002	Application to Pay Filing Fee in Installments Filed by Debtors Bill F. Jones, Mary J. Jones (pfeatty, )
17448	03/21/2003 14:09:10		Updated person record: pfeatty Prid: 538
17449	03/21/2003 14:34:00	4-03-bk-40002	Motion for Adequate Protection, Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75, Filed by Creditor Friendly Financial (Attachments: # (1) Exhibit Summary) (pfeatty, )
17454	03/21/2003 14:41:10	4-03-bk-40002	Notice of Hearing Filed by Creditor Friendly Financial (RE: related document(s)[8] Motion for Adequate Protection, Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75, Filed by Creditor Friendly Financial (Attachments: # (1) Exhibit
17455	03/21/2003 14:50:50	4-03-bk-40002	Response to (related document(s): [8] Motion for Adequate Protection Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75, filed by Creditor Friendly Financial) Filed by Debtors Bill F. Jones, Mary J. Jones (pfeatty, )
17458	03/21/2003 15:07:18	4-03-bk-40002	Objection to Confirmation of Plan Filed by Creditor Friendly Financial (RE: related document(s)[4] Chapter 13 Plan. and summary Filed by Debtors Bill F. Jones, Mary J. Jones (RE: related document(s)[1] Chapter 13 Voluntary Petition. Receipt
17459	03/21/2003 15:11:09	4-03-bk-40002	Motion to Withdraw/Dismiss Document (related document(s) [8] Motion for Adequate Protection, Motion for Relief From Stay) Filed by Creditor Friendly Financial (pfeatty, )
17460	03/21/2003 15:14:52	4-03-bk-40002	Withdrawal of Document Filed by Creditor Friendly Financial (RE: related document(s)[8] Motion for Adequate Protection Motion for Relief from Stay. Receipt Number cc, Fee Amount \$75.) (pfeatty, )
17462	03/21/2003 15:23:33	4-03-bk-40002	Application to Employ Hank Schroeder as Auctioneer Filed by Debtors Bill F. Jones, Mary J. Jones (pfeatty, )
17479	03/24/2003 10:40:39	03-40004	Opened New BK Case 03-40004
17480	03/24/2003 10:41:17	03-40004	insert 6 creditors loaded

Figure 5

This record may be useful in researching case filings. Dates, case numbers, times and document type are tracked.

**NOTE:** Your transaction activity is accessible to court systems staff and those who have access to your login and password.

## FILING AGENTS

- ◆ Attorneys may now request to have Filing Agents set up and linked to their CM/ECF account, to file documents for them (**See Figure 6.**)
- ◆ The Transaction log will display who docketed what.

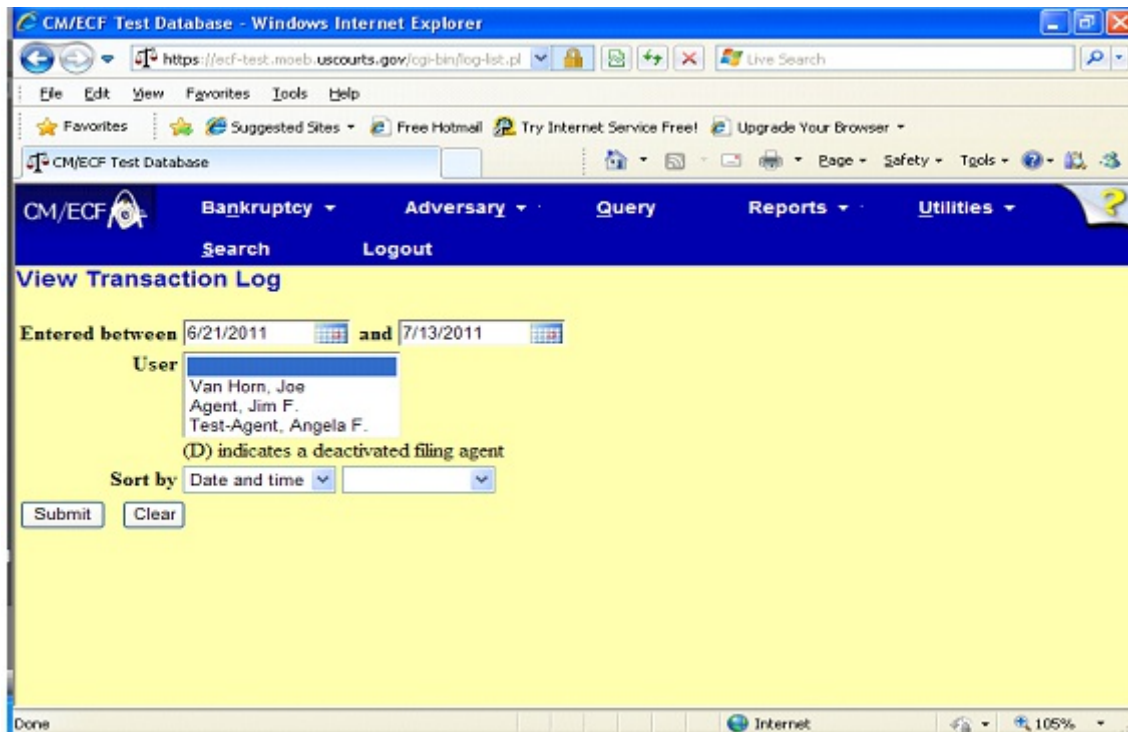


Figure 6