

## UTILITIES



This section explains the functions found under the **Utilities** menu. To access the utilities menu, click on the heading for “**Utilities**” located on the blue menu bar. Please note that different types of users have different options available to them and you may or may not have access to all of the options displayed below. Should you need to update your account information and/or password and not have access to do so, you must contact the court.

### Maintaining ECF Account

- You can use this feature to control or modify information about your name, address and email preferences. Click “**Maintaining ECF Account.**”
- Address Information.** The user account screen is used to maintain your current address, office name and telephone number. Modify these items as appropriate. It is not necessary to enter county, country, SSN or Tax ID number. Once you submit a change using this utility, the change will be made in all of your cases.



On the next screen you will be asked to select the cases in which the address should be changed. If an attorney is changing their mailing address, you should select “Update All” which will update your address in each case. **If, however, you are changing law firms and taking only certain cases to your new location, you should highlight and select only those cases which will follow you to your new address.**

- Email Information.** To modify email information, click on “**Email Information.**” On this screen, you are presented with several options as to how you want information sent to your email address. The various options are explained below.

- List the email address you want to use for service of process as the primary email address. You may also list additional addresses for archive purposes or for other staff members. Check the appropriate box if using additional addresses.

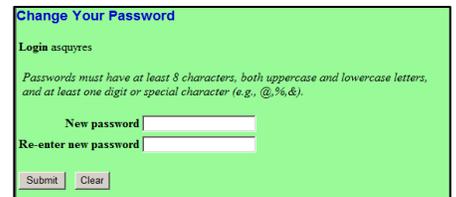
- At times there may be pending bankruptcy cases in which you do not want to enter an appearance, but you want to monitor the progress of the case. In that instance, check the appropriate box and enter the case numbers for those cases.
 

Send notices in cases in which I am involved  
 Send notices in these additional cases   
 Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases  
 Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases  
*You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.*
- You have an option to receive an email notice each time there is activity in one of your cases or receive a single email daily with a summary of case activity. Select the button to make your choice.
 

Send a notice for each filing  
 Send a Daily Summary Report

### Changing Password

- You can use this feature to change your password in the ECF system. Click on “Change My Password.”
- When prompted, enter the new password you wish to use and then re-enter the password again to confirm. Please note the password must have at least 8 characters, both upper and lowercase letters, and at least one digit or special character.



### View My Transaction Log

- You can use this feature to verify the transactions in ECF that were entered using your login and password. Click “View My Transaction Log.”
- Enter a date range for the transactions you want to verify. You can also elect to sort the results by date and time or by case number. Click “Submit.”
- A transaction log will show all activity for the specified date range.



Transaction Log			
Report Period: 10/20/2007 - 10/25/2007			
Id	Date	Case Number	Text
499317	10/23/2007 19:48:04	07-30017	1 creditors added. insert cr_name: XYZ Credit Company.
499339	10/24/2007 11:35:39	07-30017	Insert claim no: 1, caseid: 2266 in claims table
499340	10/24/2007 12:04:49	07-30017	Insert claim no: 2, caseid: 2266 in claims table
Total Number of Transactions: 3			

## Your PACER Account

- You can use this feature to update, review and manage your PACER account. Click **“My PACER Account.”**
- Links will appear with options for managing your PACER account. You can use these links to change your PACER login, account information and view billing history.

Utilities		
<b>Court Information</b> <a href="#">Court Information</a>	<b>Quality Control Functions</b> <a href="#">Edit Data...</a>	<b>Judgments</b> <a href="#">Judgment Index</a>
<b>Change My Password</b> <a href="#">Change My Password</a>	<b>Miscellaneous</b> <a href="#">Mailings...</a> <a href="#">Verify a Document</a>	
<b>My Account &amp; Payments</b>		
<a href="#">Maintain My ECF Account</a>		
<a href="#">View My Transaction Log</a>		
<a href="#">My PACER Account</a>		
<a href="#">Internet Payments Due</a>		
<a href="#">Internet Payment History</a>		

Your PACER Account
<a href="#">CME/ECF Login</a>
<a href="#">Change Your Client Code</a>
<a href="#">Change Your PACER Account</a>
<a href="#">Review Billing History</a>
<a href="#">View PACER Account Information</a>
<a href="#">Clear Default PACER Login</a>