

# For Attorneys or Trustees: Linking a Filing Agent to Your ECF Account

## To link a filing agent:

**STEP 1** Go to the Court's [CM/ECF](#) site (e.g., <https://ecf.gasb.uscourts.gov>). Click the Document Filing System link:



**STEP 2** Log in with your [PACER](#) user name and password:

Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

**Login**  
\* Required Information

Username \*

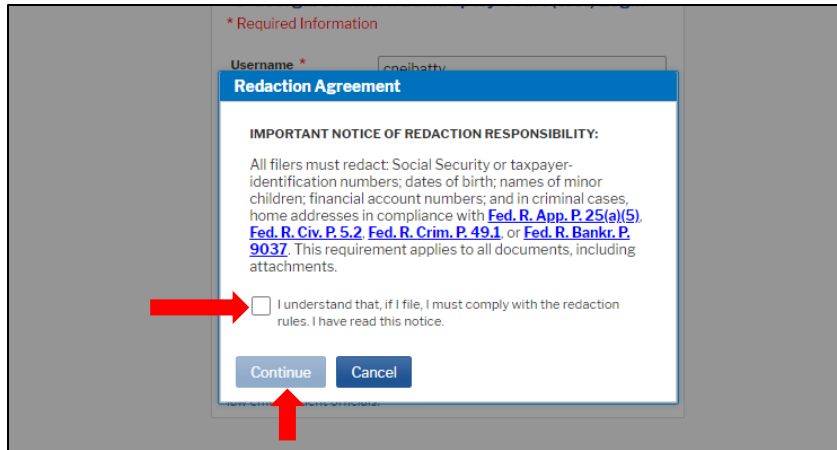
Password \*

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

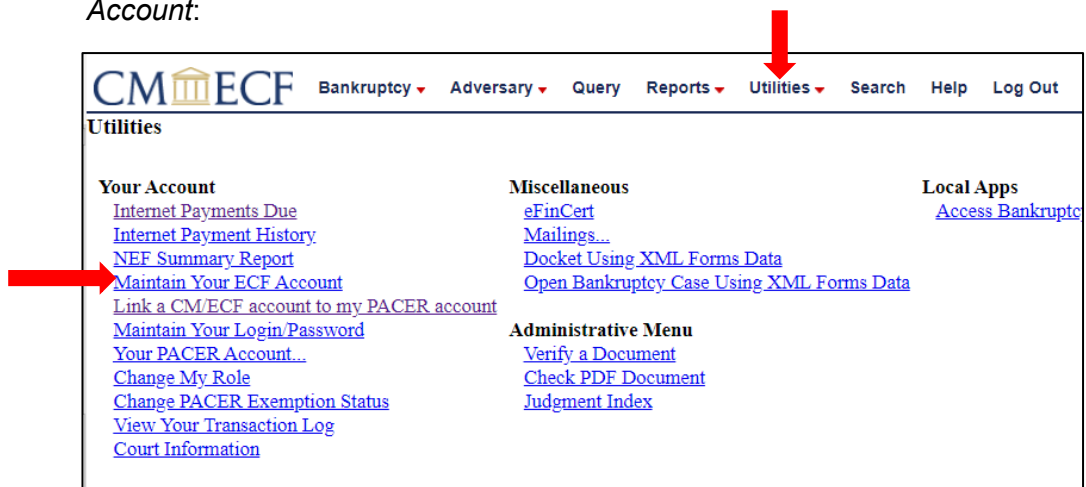
**STEP 3** Check the box to indicate that you understand, if you file, you must comply with the redaction rules and have read the important notice of redaction responsibility. Click **Continue**:



**STEP 4** Choose the court by clicking the drop-down list “Where would you like to go?” and click **Submit**:



**STEP 5** Click **Utilities**, and then click the **Maintain Your ECF Account** link under *Your Account*:



**STEP 6** Click **More user information**:

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

Maintain User Account

Last name: Neibel-Atty First name: Courtney  
 Middle name: Generation:  
 Title: Type aty:  
 Office: Neibel Law Firm Test  Add Headers to PDF Documents  
 Address 1: 123 Any Street  
 Address 2:  
 Address 3:  
 City: Savannah State: GA Zip:  
 Country: USA County:  
 Phone: 555-555-3232 Fax:  
 Alternate Phone: Text Phone:  
 Bar ID: Bar status: Mail group:  
 Initials: DOB: 01/01/1999 AO code:  
 Person end date:

Email information... More user information...

Submit Clear

**STEP 7** Under **Filing agents**, enter the last name of the filing agent in the box next to *Find filing agent* and click the magnifying glass:

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

More User Information for Courtney Neibel-Atty

[Update Account Information](#)

Login: cneibatty Last login: 09-23-2021 15:51  
 Person ID: 13414553 Current login: 09-29-2021 12:32  
 Person Authorization ID: 32 Create date: 09/16/2021  
 Public User ID: 7008151 Update date: 09/29/2021  
 Judiciary User ID: User end date:  
 E-Filing Status: Active  
 Internet Payment: Y

Groups: Attornev, E-Orders Attornev, FinMetPro

**Filing agents**

Find filing agent:

[Agents previously removed from this account](#)

Return to Account screen Clear

**Note:** the Filing Agent must have his/her own PACER account and register for e-filing access with the Court prior to being linked to the attorney/trustee account.

**STEP 8** Review the pop-up to make sure you have the correct filing agent, then click **Select**:

Add a Filing Agent		
	Name	Address
Select	Filing-Agent, Clarissa	355 Filing Agent Ave. Savannah, GA 31410 912-650-4000

The filing agent will now appear in this account under **Filing agents**:

CM ECF		Bankruptcy	Adversary	Query	Reports	Utilities	Search	Help	Log Out
More User Information for Courtney Neibel-Atty									
<a href="#">Update Account Information</a>					Last login 09-29-2021 12:32				
Login cneibatty					Current login 09-29-2021 12:40				
Person ID 13414553					Create date 09/16/2021				
Person Authorization ID 32					Update date 09/29/2021				
Public User ID 7008151					User end date				
Judiciary User ID									
E-Filing Status Active									
Internet Payment Y									
Groups Attorney, E-Orders Attorney, FinMgtPro									
<b>Filing agents</b>									
<input checked="" type="checkbox"/> <a href="#">Filing-Agent, Clarissa</a> [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]									
Find filing agent <input type="text" value="Filing-Agent"/>									
<a href="#">Agents previously removed from this account</a>									
<input type="button" value="Return to Account screen"/>					<input type="button" value="Clear"/>				

Click on the link to the filing agent's name to **Update Filing Agent Permissions** for Internet Payment and Groups and click **Save** to continue:

More User Information for Courtney Neibel-Atty		Last login 09-29-2021 12:32	
<a href="#">Update Account Information</a>		Current login 09-29-2021 12:40	
Login cneibatty		Create date 09/16/2021	
Person ID 13414553		Update date 09/29/2021	
Person Authorization ID 32		User end date	
Public User ID 7008151			
Judiciary User ID			
E-Filing Status Active			
Internet Payment Y			
Groups Attorney, E-Orders Attorney, FinMgtPro			
<b>Filing agents</b>			
<input checked="" type="checkbox"/> <a href="#">Filing-Agent, Clarissa</a> 355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000			
Find filing agent <input type="text" value="Filing-Agent"/>			
<a href="#">Agents previously removed from this account</a>			
<input type="button" value="Return to Account screen"/>		<input type="button" value="Clear"/>	

**Update Filing Agent Permissions**

Clarissa Filing-Agent filing for Courtney Neibel-Atty

Internet Payment

Groups

**STEP 9** To save the filing agent, click **Return to Account screen**:



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

**More User Information for Courtney Neibel-Atty**


[Update Account Information](#)
Last login 09-29-2021 12:32  
 Login cneibatty Current login 09-29-2021 12:40  
 Person ID 13414553 Create date 09/16/2021  
 Person Authorization ID 32 Update date 09/29/2021  
 Public User ID 7008151 User end date  
 Judiciary User ID  
 E-Filing Status Active  
 Internet Payment Y  
 Groups Attorney, E-Orders Attorney, FinMgtPro

**Filing agents**

[Filing-Agent, Clarissa](#) [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]

Find filing agent    
[Agents previously removed from this account](#)

Finally, click **Submit**:


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

**Maintain User Account**

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 01/01/1999 AO code  
 Person end date

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

Maintain User Account

Last name: Neibel-Atty First name: Courtney  
 Middle name: Generation:  
 Title: Type aty:  
 Office: Neibel Law Firm Test  Add Headers to PDF Documents  
 Address 1: 123 Any Street  
 Address 2:  
 Address 3:  
 City: Savannah State: GA Zip:  
 Country: USA County:  
 Phone: 555-555-3232 Fax:  
 Alternate Phone: Text Phone:  
 Bar ID: Bar status: Mail group:  
 Initials: DOB: 01/01/1999 AO code:  
 Person end date:

Email information... More user information...  
 Submit Clear

**To relink a previously used filing agent:**

**STEP 1** Follow Steps 1-6 above of **To link a filing agent** to reach the **More User Information** screen in [CM/ECF](#).

**STEP 2** On the **More User Information** screen, a link to **Agents previously removed from this account** will display – click this link to view a list of Filing Agents that have been previously unlinked from your account:

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

More User Information for Courtney Neibel-Atty

[Update Account Information](#) Last login 09-29-2021 12:32  
 Login cneibatty Current login 09-29-2021 12:40  
 Person ID 13414553 Create date 09/16/2021  
 Person Authorization ID 32 Update date 09/29/2021  
 Public User ID 7008151 User end date:  
 Judiciary User ID  
 E-Filing Status Active  
 Internet Payment Y  
 Groups Attorney, E-Orders Attorney, FinMgtPro

**Filing agents**

Uncheck the box to remove a filing agent.

[Filing-Agent Clarissa](#) [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000, Account ID: 7044304]

Find filing agent:

[Agents previously removed from this account](#)

Return to Account screen Clear

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Add a Filing Agent (previously removed)	
Name	Address
Select Jones, Marsha	15 LaFayette Square St. Mary's, GA 31558 912-882-8899

**STEP 3** Follow Steps 8-9 above of [To link a filing agent](#) in order to relink this Filing Agent to your account.