

Attorneys and trustees can add employees who file on behalf of them as Filing Agents in [CM/ECF](#). Each Filing Agent must have his/her own individual [PACER](#) account; instructions for obtaining a PACER account for a Filing Agent can be found by clicking [HERE](#). A Filing Agent may be linked to multiple attorneys and trustees, and attorneys and trustees may have multiple filing agents.

The [linking of a filing agent](#) is accomplished through an attorney or trustee's person record in the Maintain User Accounts utility of [CM/ECF](#).

When a Filing Agent files on behalf of the attorney or trustee, the docket text shows the attorney's or trustee's name; no indication is made that it was filed by an agent. However, this information is logged and available to court users and filers with agents. Throughout most of the application, the agent's name does not appear; the exceptions are the Systems Transactions Report and the Transaction Log.

If a Filing Agent works for only one filer, the agent's transactions are always made on behalf of that filer. However, if a Filing Agent works for more than one filer, the agent must select the desired filer from a list before proceeding to the application:

Filing for
Charlene Darlene (aty)
Rico Suave (aty)

The name of the filer for whom the agent is currently acting is displayed on the menu bar in CM/ECF:



The selection can be changed at any time by clicking the Change user button on the menu bar; it redisplayes the list of possible filers and clicking a name on the list changes the user.

Filing Agents have the same access permissions as the attorney or trustee for whom the agent is filing.

NOTE: Although for [PACER](#) the Filing Agent must supply an email address to the PACER Service Center and will thus have a primary email recorded in [CM/ECF](#), the Filing Agent will not receive email notifications from [CM/ECF](#). The attorney or trustee can place the Filing Agent's email address in the "Send notices to these additional addresses" section of the attorney or trustee's email record in [CM/ECF](#) if the attorney or trustee wants the Filing Agent to receive email notifications.

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 *

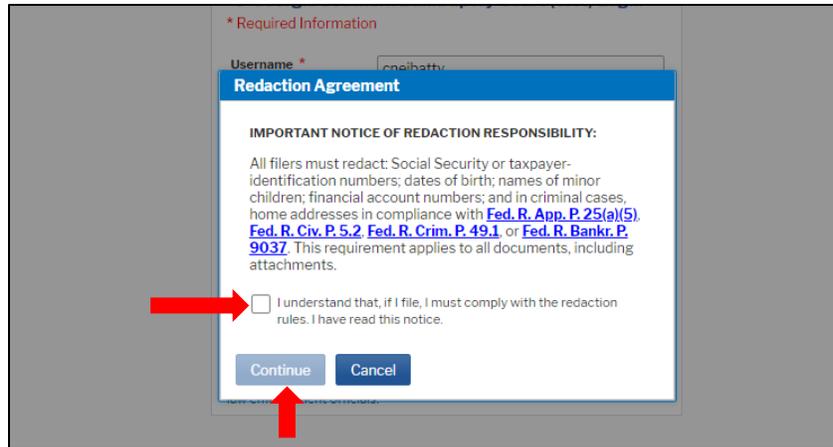
Password *

Client Code

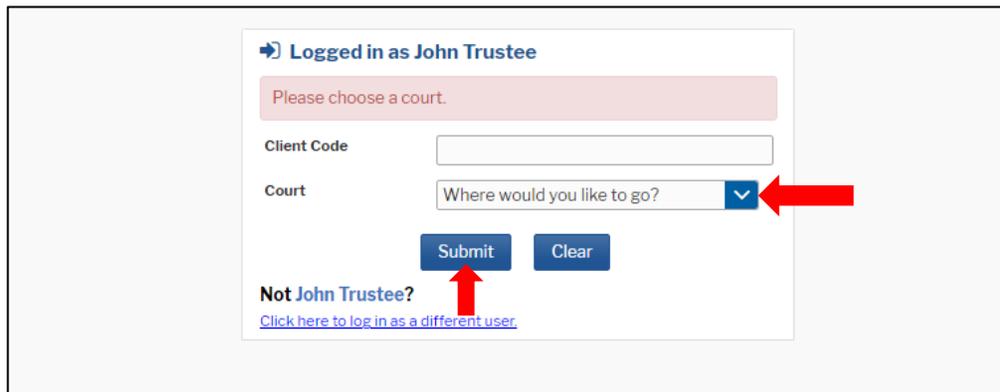
[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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.

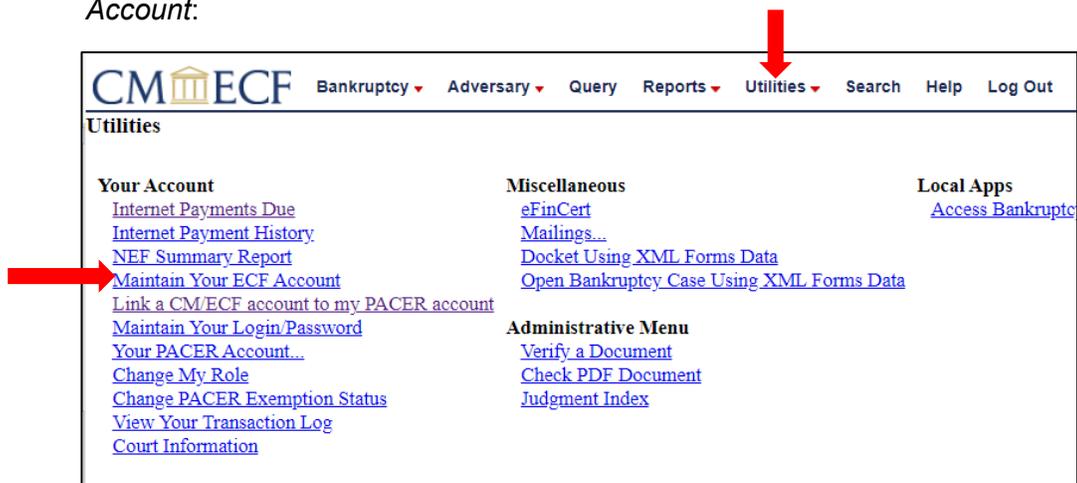
STEP 3 Check the box to indicate that you understand, if you file, you must comply with the redaction rules and have read the important notice of redaction responsibility. Click **Continue**:



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](#) Last login 09-23-2021 15:51
 Login cneibatty Current login 09-29-2021 12:32
 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, 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		
Select	Name	Address
<input type="checkbox"/>	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									
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									
<input checked="" type="checkbox"/> Filing-Agent, Clarissa [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]									
Find filing agent <input type="text" value="Filing-Agent"/>									
Agents previously removed from this account									
<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:

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									
<input checked="" type="checkbox"/> Filing-Agent, Clarissa [355 Filing Agent Ave., Savannah, GA 31410, 912-650-4000]									
Find filing agent <input type="text" value="Filing-Agent"/>									
Agents previously removed from this account									
<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**:

CM/ECF Bankruptcy Adversary Query Reports Utilities Search

More User Information for Courtney Neibel-Atty

[Update Account Information](#)

Login cneibatty Last login 09-29-2021 12:32
 Person ID 13414553 Current login 09-29-2021 12:40
 Public User ID 7008151 Create date 09/16/2021
 Person Authorization ID 32 Update date 09/29/2021
 Judiciary User ID User end date
 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**:

CM/ECF 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 AO code
 Person end date

To unlink a 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** All of the filing agents linked to the user account will be listed:

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](#)

STEP 3 To unlink a filing agent, uncheck the box next to the filing agent's name, then click **Return to Account screen**:

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](#)

STEP 4 Click **Submit** to complete:

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:

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.

To enable a Filing Agent to receive email from CM/ECF:

To enable a Filing Agent to receive emailed notices of electronic filing from [CM/ECF](#), the Filing Agent’s email address must be added to the attorney or trustee’s email preferences as a secondary address. The secondary email information screen will allow multiple email addresses, separate by commas or semi-colons.

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**:

*** Required Information**

Username *

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

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

➔ **Logged in as John Trustee**

Please choose a court.

Client Code

Court

Not John Trustee?
[Click here to log in as a different user.](#)

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

The screenshot shows the CM/ECF website interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. The 'Utilities' dropdown menu is open, showing three main sections: 'Your Account', 'Miscellaneous', and 'Local Apps'. Under 'Your Account', the link 'Maintain Your ECF Account' is highlighted with a red arrow. Other links in this section include Internet Payments Due, Internet Payment History, NEF Summary Report, Link a CM/ECF account to my PACER account, Maintain Your Login/Password, Your PACER Account..., Change My Role, Change PACER Exemption Status, View Your Transaction Log, and Court Information. The 'Miscellaneous' section includes eFinCert, Mailings..., Docket Using XML Forms Data, and Open Bankruptcy Case Using XML Forms Data. The 'Local Apps' section includes Access Bankruptcy.

STEP 6 Click **Email information**:

The screenshot shows the 'Maintain User Account' page. The top navigation bar is the same as in Step 5. The page contains a form with various fields for user information. The 'Email information...' button is highlighted with a red arrow. The form fields include: Last name (Neibel-Atty), Middle name, Title, Office (Neibel Law Firm Test), Address 1 (123 Any Street), Address 2, Address 3, City (Savannah), Country (USA), Phone (555-555-3232), Alternate Phone, Bar ID, Initials, Person end date, First name (Courtney), Generation, Type aty, Add Headers to PDF Documents (checkbox), State (GA), County, Fax, Text Phone, Bar status, DOB (01/01/1999), Zip, Mail group, and AO code. There are 'Submit' and 'Clear' buttons at the bottom.

STEP 7 Enter the Filing Agent's email address in both boxes for **Secondary email address**. Check the appropriate box(es) for **Send the notices specified below**. Click **Return to Account screen**:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Email information for Courtney Neibel-Atty
 Primary email address [Update my primary email address](#)
 Secondary email address Reenter secondary email address

Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs).

Send the notices specified below
 to my primary email address
 to the secondary addresses

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.

Send a notice for each filing
 Send a Daily Summary Report

Format notices HTML
 Text

STEP 8 Click **Submit** to complete the process:

CM ECF 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 AO code
 Person end date