

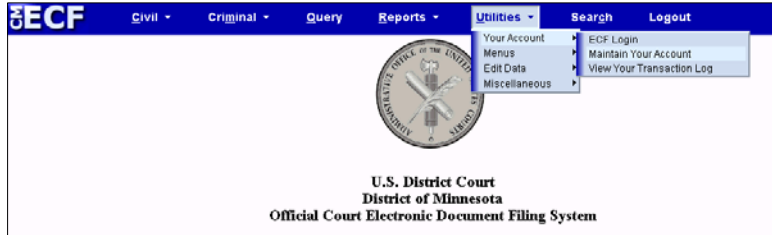
Instructions on Maintaining your CM/ECF Account

ECF Access

1. Go to the <https://ecf.mnd.uscourts.gov> website.
2. Use your login and password to access the ECF system.

Changing Your Password

1. Click the **Utilities** menu at the top of the main window.
2. Click **Your Account > Maintain Your Account**



The following **Maintain User Account** window will appear:

NOTE: This window displays all of the registration information contained within the ECF database for your account with the Court. This information, Bar Identification and Bar Status, must be kept up to date with the U.S. District Court.

If an attorney is linked to a law firm, the law firm address may not be editable. In this case, call the ECF Helpdesk for assistance in updating the firm's information.

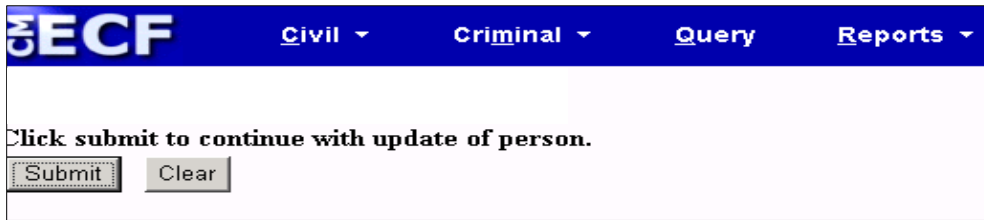
3. Click **More User Information** (pictured above)

The following window will appear:

4. Highlight the **Password** field, Type in new password
5. Click **Return to Account screen**

6. Click **Submit** on the **Maintain User Account** window

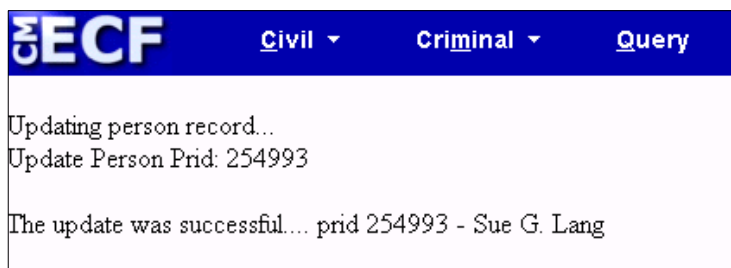
The following window will appear:



7. Click **Submit**, again

NOTE: It is essential to click this second Submit button (above) to secure changes made.

The following window will appear confirming changes made:

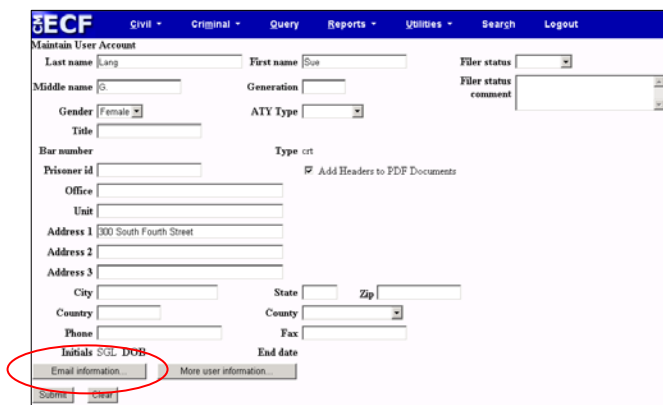


NOTE: CM/ECF passwords are case sensitive. If you misplace your login or password, please contact the CM/ECF Helpdesk with your user name, Federal Bar ID and email address. A new login will be sent to you upon confirmation of the information received.

8. Continue filing or Logout of CM/ECF

Changing/Updating Email Address

1. Click the **Utilities** menu at the top of the main window.
2. Click **Your Account > Maintain Your Account** hyperlink to get to the following screen:



3. Click **Email Information**

The following window will appear (the Primary Email Address field will be empty for new filers):

4. **Enter** or **change** the **Primary Email Address** for the User's Account
5. Make desired changes as needed for the following Additional Options (described below):

Option	Result
Format	HTML or Text Format for Notice of Electronic Filing (NEF)
Delivery Method	Summary (Daily) or Individual (each filing completed) NEF
Active	Indicates the User (Email) is Active in the ECF system
In All My Cases	Yes – Automatic setting
Additional Options	Show or Hide the following options: - <u>Delivery Method Exceptions</u> – If Primary Email method is set to Summary, Individual can be set on other cases - <u>Additional Cases</u> – Requests NEF for other cases not assigned to user (PACER fees may apply)

6. When finished making changes, click **Return to Person Information Screen**, Click **Submit**, then **Submit** again
7. Continue Filing, Logout or see below to add additional email addresses if desired

Adding Additional Email Address(es):

1. Click **Add Additional Email Address**
2. The Secondary Email Address window appears:

NOTE: Once the Secondary Email Address is entered, the same Additional Options are available. Be certain to check the "In All My Cases" for the Secondary Email Address.

3. **Enter** in Secondary Email Address information, make desired changes

8. When finished making changes, click **Return to Person Information Screen**, Click **Submit**, then **Submit** again
9. Continue Filing, Logout or continue adding additional email addresses if desired

NOTE: All Email addresses listed on the account receive one (1) "free peek" at filed documents.