

INSTRUCTIONS ON CHANGING CM/ECF PASSWORD

If you know your current password and want to change it, follow the instructions below.

1. On the blue menu bar select **Utilities > Your Account > Maintain Your Account**

The screenshot shows the CM/ECF menu bar with the following items: Utilities, Search, and Logout. The 'Utilities' menu is expanded, showing a list of options. 'Your Account' is highlighted with a red box. The 'Your Account' sub-menu is also expanded, showing a list of options. 'Maintain Your Account' is highlighted with a red box.

Utilities	Search	Logout
Your Account	ECF Login	
Edit Data	Maintain Your Account	
Edit Data continued	Maintain Your Address	
Miscellaneous	Maintain Your E-mail	
CASE ASSIGNMENT	Maintain Your Login/Password	
Run MDL Extract	View Your Transaction Log	
Release 3.0 Menu Items	Change Client Code	
Release 3.1 Menu Items	Review Billing History	
Release 3.2 Menu Items	Show PACER Account	
Release 4.0 Menu Items	Remove Default PACER Account	

The Maintain User Account window will appear:

The screenshot shows the 'Maintain User Account' window. The window has a blue header with the CM/ECF logo and navigation tabs: Civil, Criminal, Query, Reports, Utilities, and Search. The main content area contains various input fields for user information. The 'More user information...' button is highlighted with a red box.

Maintain User Account

Last name: Doe First name: John Filer status: [dropdown]
Middle name: [input] Generation: [input] Filer status comment: [input]
Gender: [dropdown] ATY Type: [dropdown]
Title: [input]
Bar number: [input] Type: crt
Prisoner id: [input] Add Headers to PDF Documents
Office: [input]
Unit: [input]
Address 1: [input]
Address 2: [input]
Address 3: [input]
City: [input] State: [input] Zip: [input]
Country: [input] County: [dropdown]
Phone: [input] Fax: [input]
Initials: [input] DOB: [input] End date: [input]
Email information... More user information...
Submit Clear

2. Select **More user information**

The following window will appear:

The screenshot shows a web interface for the ECF system. At the top is a blue navigation bar with the ECF logo and three menu items: 'Civil', 'Criminal', and 'Query', each with a dropdown arrow. Below the navigation bar is a section titled 'More User Information for Test Attorney'. The user's login information is displayed in two columns. The left column includes 'Login attytest', 'Password' (with a red box around the input field containing masked characters), 'Registered Y', 'Internet Credit Card N', and 'Groups Attorney'. The right column includes 'Last login 02-05-2010 15:29', 'Current login 03-02-2010 15:29', 'Create date 12/06/2007', and 'Update date 03/02/2010'. At the bottom of the form are two buttons: 'Return to Account screen' (with a red box around it) and 'Clear'.

3. Make desired changes in this window, select **Return to Account screen**, select **Submit**

4. A confirmation window will appear, select **Submit** again

The “update successful” window will appear.