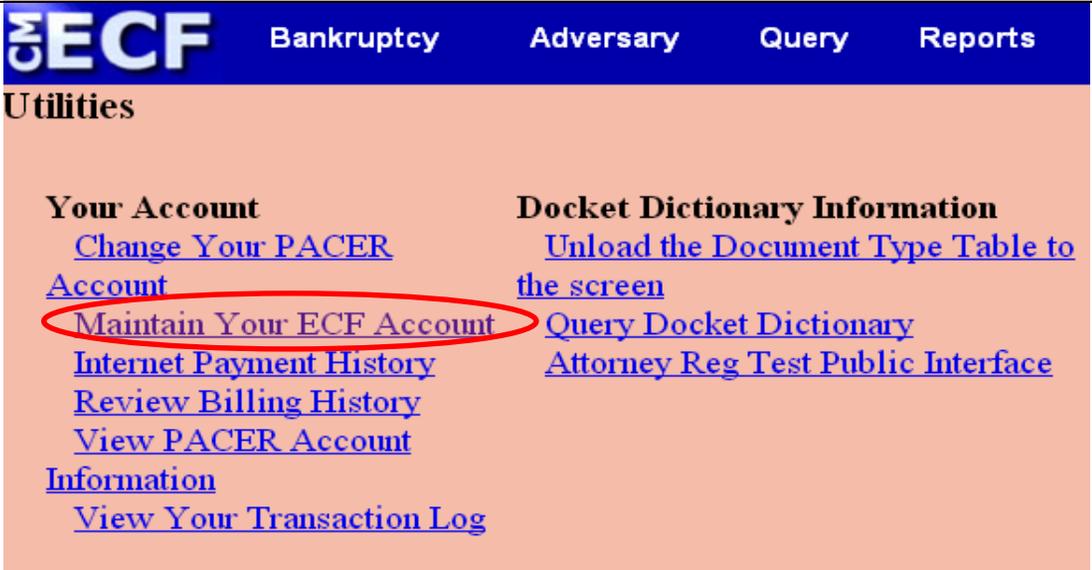United States Bankruptcy Court
District of Delaware

Creating Filing Agents on behalf of an Attorney

To add a filing agent to an attorney's user account

1.	Login using the Attorney login and click on **Utilities** from the Menu Bar.	
2.	From the Your Account menu, select **Maintain Your ECF Account.**	

3.	Select **More User Information**, at the bottom of the Maintain User Account screen.	

Maintain User Account

Last name	Attorney4	First name	
Middle name		Generation	
Title		Type aty	
Office	Attorney Account 4	☐ Add Headers to PDF D
Address 1		
Address 2		
Address 3		
City		State	Zip
Country		County	
Phone		Fax	
SSN/ITIN		999-99-9999	Tax Id/EIN	
Bar ID		Bar status	
Initials		DOB	

Email information...   More user information...

4.	Enter the last name of the Filing Agent that will be assigned a password. Click on the magnifying glass to search.	

More User Information for Attorney4

Login Attorney4   Current login 02-07-2013 10:25
Registered Y   Create date 03/25/2003
Internet Payment Y   Update date 02/07/2013
Groups Attorney   Last login 02-07-2013 09:45

[See the Utilities menu for the "Change Your Password" option]

Filing agents

Find filing agent Jones

Return to Account screen   Clear

5.	A pop-up box will display. If the correct person is listed here, choose that filing agent and skip to Step 7. If the person being added is not listed here, at the bottom of the box, click on the link, **Create a new filing agent.**	CM **ECF** Bankruptcy Adversary Query Reports **More User Information for Attorney4** **Login** Attorney4 **Current login** 02-07-2013 10:25 **Registered** Y **Create date** 03/25/2003 **Internet Payment** Y **Update date** 02/07/2013 **Groups** Attorney **Last login** 02-07-2013 09:45 *[See the Utiliti* **Add a Filing Agent** **Could not find filing agent Jones** **Filing agents** **Find filing age** Return to Accoun **Create a new filing agent**
6.	Create a login with password and complete the information screen to include name, address, and phone number. It is not necessary to complete the SSN/ITIN or DOB boxes. Click **Submit.**	**Filing Agent Information** **Login** PJones **Password** PJones2013 *[minimum 8; upper- & lower-case letters; include digit or special character]* **Last name** Jones **First name** Paralegal **Middle name** **Generation** **Title** **Office** **Address 1** 123 Test St. **Address 2** **Address 3** **City** Wilmington **State** DE **Zip** 19801 **Country** **County** **Phone** 999-999-9999 **Fax** **SSN / ITIN** **DOB** Submit Clear Cancel

| 7. | A message from webpage will display, indicating that the Filing Agent has been added to your account after you submit your changes. Click **OK**, then **Return to Account Screen.** | |

8.	Click **Submit.**	

CM ECF   **Bankruptcy**   **Adversary**   **Query**

Maintain User Account

Last name	Attorney4	**First**
Middle name		**Genera**
Title		
Office	Attorney Account 4	☐
Address 1		
Address 2		
Address 3		
City		
Country		**Co**
Phone		
SSN/TTIN		999-99-9999	**Tax Id/F**
Bar ID		**Bar s**
Initials		

Email information...   More user information...

Submit   Clear

To remove a filing agent from an attorney's user account

1.	Follow Steps 1 thru 4 from the instructions to add the filing agent. On Step 4 once the search is performed of the filing agent's name, a screen will display the agent's name, address, and phone number. **Uncheck** the box to remove the filing agent and click **Return to Account Screen.**	

2.	Click **Submit**.

CM ECF   **Bankruptcy**   **Adversary**   **Query**

Maintain User Account

Last name Attorney4   **First** ...

Middle name [ ]   **Gener**...

Title [ ]

Office Attorney Account 4   ☐

Address 1 [ ]

Address 2 [ ]

Address 3 [ ]

City [ ]

Country [ ]   **Co**...

Phone [ ]

SSN/TTIN [ ]   999-99-9999   **Tax Id/**...

Bar ID   **Bar s**...

Initials

[Email information...]   [More user information...]

[Submit]   [Clear]

When a Filing Agent files on behalf of more than one attorney, to switch between attorneys

1.	Login using the login and password created when adding the filing agent to the attorney's user account.	**CM/ECF Login** **Notice** This is a **Restricted Web Site** for Official Court Business only. Unauthorized en the U.S. Code. All activities and access attempts are logged. **Authentication** Login: PJones Password: •••••••••• Login Clear *CM/ECF has been tested using Firefox and Internet Explorer 8 and 9.*
2.	Select the appropriate attorney from the **Filing for** menu.	**Filing for** Attorney3 (aty) Attorney4 (aty)
3.	The selected attorney will show at the top of the screen. You have the ability to switch between attorneys by selecting **Change user**, which will return you to the previous screen (Step 2.)	**ECF** Bankruptcy Adversary Query **Filing for Attorney3 (aty)** Change user

The attorney has the ability to change the password on behalf of the filing agent

1.	Login as the attorney, From the More User Information screen, select the filing agent	**More User Information for Attorney4** **Login** Attorney4 **Current login** 02-19-2013 15:14 **Registered** Y **Create date** 03/25/2003 **Internet Payment** Y **Update date** 02/07/2013 **Groups** Attorney **Last login** 02-19-2013 15:12 *[See the Utilities menu for the "Change Your Password" option]* **Filing agents** *Uncheck the box to remove a filing agent.* ☑ Jones, Paralegal [123 Test St., Wilmington, DE 19801, 999-999-9999] Find filing agent [_____] 🔍 [Return to Account screen] [Clear]
2.	Enter the new password in the Password field and click Submit	**Filing Agent Information** **Login** PJones **Password** **************************** *[minimum 8; upper- & lower-case letters; include* **Last name** Jones **Middle name** [_____]

3.	A pop-up will display that the record has been updated, click **OK**.	

See the Utilities menu for the "Change Your Password" option]

iling agents

Uncheck the box to remove a filing agent.
☑ Jones, Paralegal [123 Test St., Wilmingt

Find filing agent [_____] ✏

The page at https://ecf-test.deb.circ3.dcn says: [X]

Updated filing agent Paralegal Jones filing for Attorney4.

[OK]