

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT**

**INSTRUCTIONS ON CHANGING
CMECF PASSWORD ASSIGNMENT**

Updated 12/13/04

Access the CMECF system at <https://ecf.ctd.uscourts.gov> or through the court's website at www.ctd.uscourts.gov/cmecf (click on the CMECF logo).

You are required to change your court assigned password to something you will remember. You should do this immediately upon receipt of this notice by taking the following steps:

- a. access the system and when prompted for a login/password, enter your login/password (make sure it is the "ct" login/password and NOT a PACER login)
- b. Click on the "Utilities" menu option on the blue tool bar (upper right)
- c. Click on "Maintain Your Account" (if you do not get this option, you have used your PACER login/password; click the blue "logout" button, log back in and use the "ct" number login/password)
- d. Scroll to the bottom of the screen and click on "More user information"
- e. **CHANGE ONLY YOUR PASSWORD**, not the login name. Your password will be in asterisks - highlight it and change it to something you will remember; click on "Return to Account screen"
- f. Scroll to the bottom of the screen and click on "Submit" to save the changes (you will be prompted to do this twice)

Your CMECF login and password do not replace your PACER login/password. You will need both logins/passwords to view documents and query cases.

You must be counsel of record and a registered user to view electronically filed documents in any social security case.

At the court's direction (an E-Filing Order has been entered) or with the consent of counsel of record, you will be allowed to file papers over the internet. To do so, you will need to use your CMECF login/password. **IF YOU DO NOT HAVE AN E-FILING ORDER OR CONSENT, YOU MAY NOT FILE OVER THE INTERNET.**

You are responsible for the security of your login and password. If you suspect that there is unauthorized use of your login and password, please contact the clerk's office immediately at 203-773-2140.

The **Court's Policies and Procedures** governing electronic filing, as well as an **Attorney User's Manual** and various forms, are available on our CMECF website at www.ctd.uscourts.gov/cmecf.

The court has an active training program for attorneys and support staff. If you are interested in attending, check for available sessions under the "Seminars" link on the website and register by email (instructions are on the site).