

INSTRUCTIONS ON CHANGING CM/ECF PASSWORD ASSIGNMENT

If you have forgotten or lost your password you can request a new password at the CM/ECF login screen.

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: [text] Generation: [text] Filer status comment: [text area]
Gender: [dropdown] ATY Type: [dropdown]
Title: [text]
Bar number: [text] Type: crt
Prisoner id: [text] Add Headers to PDF Documents
Office: [text]
Unit: [text]
Address 1: [text]
Address 2: [text]
Address 3: [text]
City: [text] State: [text] Zip: [text]
Country: [text] County: [dropdown]
Phone: [text] Fax: [text]
Initials: [text] DOB: [text] End date: [text]
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 dropdown menus labeled 'Civil', 'Criminal', and 'Query'. Below the navigation bar is a section titled 'More User Information for Test Attorney'. This section contains several fields and labels: 'Login' with the value 'attytest', 'Last login' with the value '02-05-2010 15:29', 'Password' with a masked value '*****' (this field is highlighted with a red border), 'Current login' with the value '03-02-2010 15:29', 'Registered' with the value 'Y', 'Create date' with the value '12/06/2007', 'Internet Credit Card' with the value 'N', 'Update date' with the value '03/02/2010', and 'Groups' with the value 'Attorney'. At the bottom of the form are two buttons: 'Return to Account screen' (highlighted with a red border) 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.