Filing Agents & E-orders

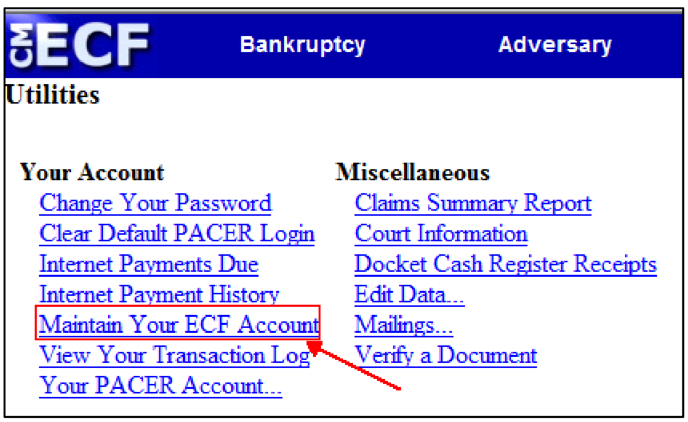
Introduction

If you have created Filing Agent accounts for your staff, it is necessary for you to update permissions for EACH Filing Agent to give them permission to submit e-Orders on your behalf. Your filings agents are unable to update their permissions themselves; this process must be completed using the "master" login.

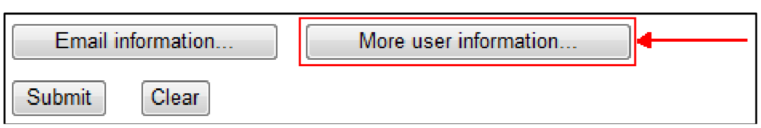
Verifying Filing Agent Associations

Filing agent maintenance is available for attorneys and trustees through the CM/ECF Utilities Menu. Before updating permissions for the Filing Agents associated with your account, confirm each of the Filing Agents listed are active users. If they are not, you should disable them in order to disassociate them with your filing account.

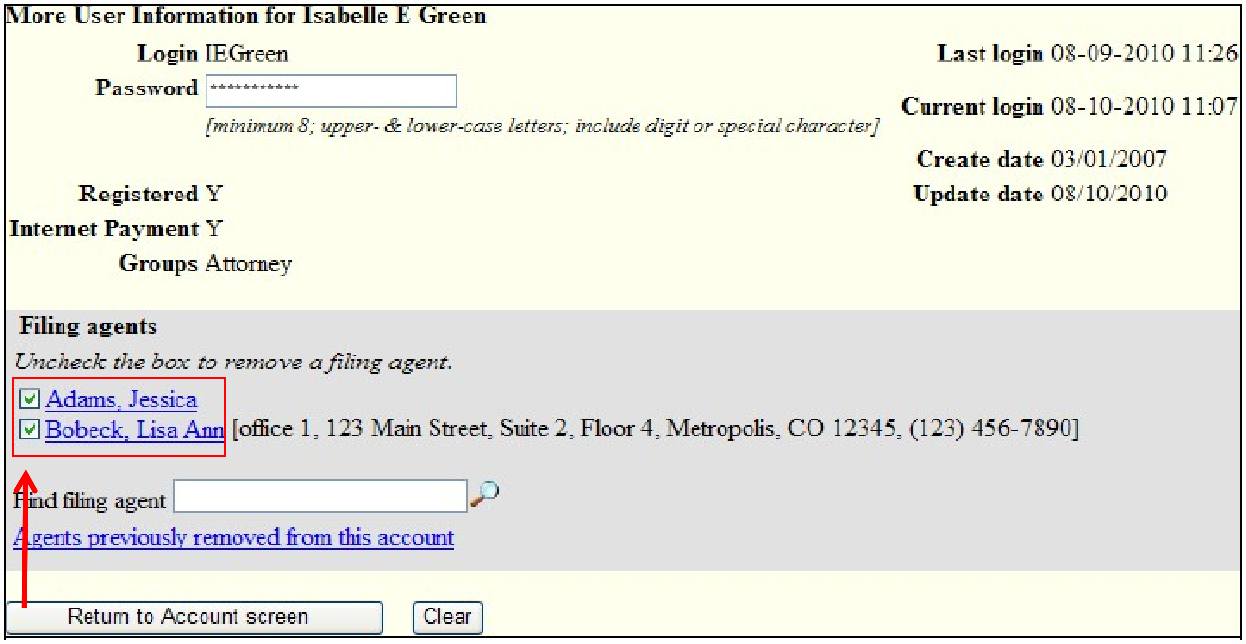
- Select **Utilities**.
- Left-Click **Maintain Your ECF Account**.



- The User Account Displays.
- Left-click **More user information** (which is located near the bottom of the screen).



- In the **Filing agent** section of the **More user information** screen, any filing agent associated with your account is listed.

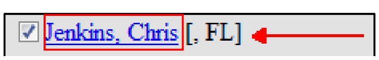


- To remove or deactivate a listed agent, uncheck the box to the left of the Filing Agent's name. When the selection is saved, the association record between the filing agent and the filer is severed.

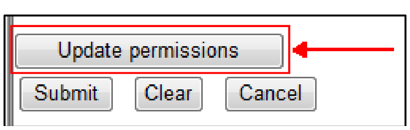
Once you have verified each Filing Agent and deactivated any Filing Agents who should no longer be associated with your account, you must update permissions for the remaining Filing Agents so they are able to submit proposed orders.

MODIFYING A FILING AGENT FOR E-ORDER SUBMISSION

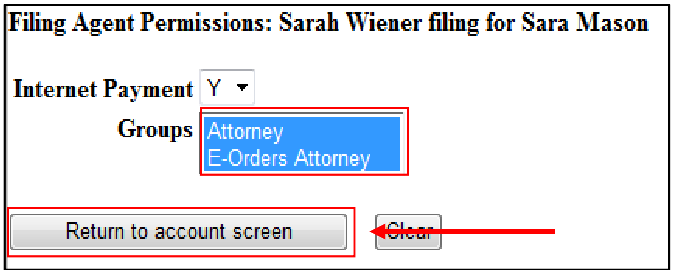
- Left-click on the filing agent name lik



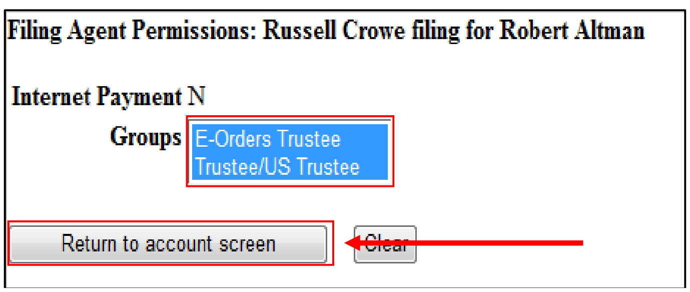
- The Filing Agent Information screen displays.
- Left-click **Update permissions**.



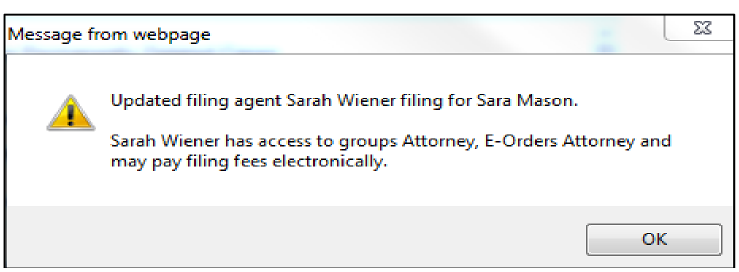
- **E-orders Attorney** permissions: "Attorney" and "E-Orders Attorney" should be highlighted. You can highlight both by using the [Ctrl] key on your keyboard.
- Left-click **Return to account screen**.
- Left-click **Submit**.



- **E-orders Trustee** permissions: "E-Orders Trustee" and "Trustee/US Trustee" should be highlighted. You can highlight both by using the [Ctrl] key on your keyboard.
- Left-click **Return to account screen**.
- Left-click **Submit**.



- A confirmation screen appears indicating the filing agent was updated. Left-click **OK**.



- To complete the process and save the changes, Left-Click **Return to account screen**.
- Left-click **Submit**.
- Left-click **Submit**, again.