

# 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.

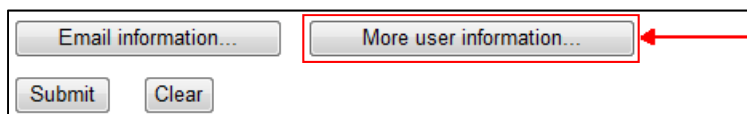
## VERIFYING FILING AGENT ASSOCIATIONS

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).



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

**More User Information for Isabelle E Green**

Login IEGreen Last login 08-09-2010 11:26

Password [redacted] Current login 08-10-2010 11:07  
*[minimum 8; upper- & lower-case letters; include digit or special character]*

Registered Y Create date 03/01/2007

Internet Payment Y Update date 08/10/2010

Groups Attorney

**Filing agents**

Uncheck the box to remove a filing agent.

[Adams, Jessica](#)

[Bobeck, Lisa Ann](#) [office 1, 123 Main Street, Suite 2, Floor 4, Metropolis, CO 12345, (123) 456-7890]

Find filing agent [input field]

[Agents previously removed from this account](#)

Return to Account screen [button] Clear [button]

- 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 link

[Jenkins, Chris](#) [FL] ←

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

Update permissions [button] ←

Submit [button] Clear [button] Cancel [button]

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- **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**.

**Filing Agent Permissions: Sarah Wiener filing for Sara Mason**

Internet Payment Y ▾

Groups Attorney  
E-Orders Attorney

Return to account screen Clear

- **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**.

**Filing Agent Permissions: Russell Crowe filing for Robert Altman**

Internet Payment N

Groups E-Orders Trustee  
Trustee/US Trustee

Return to account screen Clear

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

Message from webpage

Updated filing agent Sarah Wiener filing for Sara Mason.  
Sarah Wiener has access to groups Attorney, E-Orders Attorney and may pay filing fees electronically.

OK

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