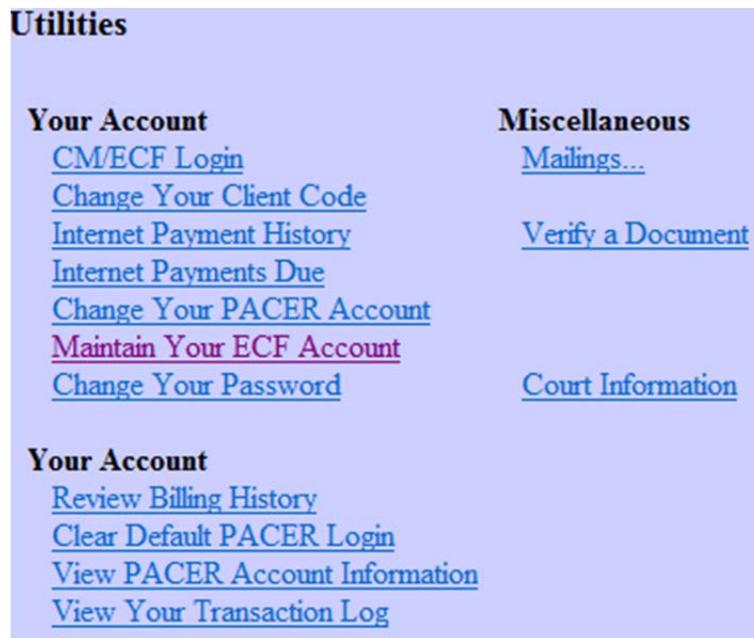


Updating Your ECF Account

Step 1 Click **Utilities** on the Main Menu Bar.



Step 2 Select **Maintain Your ECF Account**.



Step 3 Update your personal information on this screen.

Maintain User Account

Last name	<input type="text" value="Love"/>	First name	<input type="text" value="A"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	<input type="text" value="aty"/>
Office	<input type="text"/>		
Address 1	<input type="text" value="5 Post Office Square"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Boston"/>	State	<input type="text" value="MA"/>
		Zip	<input type="text" value="02109"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Bar ID	<input type="text"/>	Bar status	<input type="text"/>
Initials	<input type="text"/>	DOB	<input type="text"/>
		Mail group	<input type="text"/>
		AO code	<input type="text"/>
		Person end date	<input type="text"/>

At the bottom of the screen are two buttons:

- **Email Information** - button is used to request email notification on all cases which you are a party or on specific cases. (All activity includes notification of claims as well as other entries.) To receive notice, the email address must be correct.
- **More user information** - button is used to change your password.

Step 4 Click on the **Email Information** button to modify your email address and notifications.

Email information for A Love
 Primary email address: amber_love@mab.uscourts.gov Reenter primary email address: amber_love@mab.uscourts.gov
 Secondary email address: Reenter secondary email address:

Send the notices specified below
 to my primary email address
 to the secondary addresses

Send notices in cases in which I am involved
 Send notices in these additional cases:

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases
 Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing
 Send a Daily Summary Report

Format notices: HTML Text

- You must provide to the court a current e-mail address in order to receive electronic notifications. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine e-mail account.
- Enter an active e-mail address in the primary e-mail address field and reenter your primary email address. Check the box in front of “to my primary e-mail address” to activate ECF notification.
- You may request that additional copies be sent to a partner or assistant by checking the box in front of “to these additional addresses” and typing an additional e-mail address in the address field.
- You may request notices in additional cases in which you do not have an appearance entered. Check mark the box “Send Notices in these additional cases” and enter the case number(s). Once you no longer wish to receive the notices uncheck the box and delete the case numbers.

Note: If you receive notice in the cases that you do not have an appearance you will not receive the one free look. You will be charged the PACER fees.

- You have the option of receiving notices in both the bankruptcy case and the related adversary proceeding in which you are directly involved or you can select to receive notices for the adversary proceeding in which you are directly involved but not their related bankruptcy cases.
- You may receive e-mail activity throughout the day or a daily summary of all noticing activity. Daily summaries are generated at midnight for the day's activities.

Note: "All activity" includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

Step 5 Make all appropriate changes and click on **Return to Account** screen.

Step 6 You must click **Submit** (until you get the confirmation screen) to save your changes.

Maintain User Account

Last name	<input type="text" value="Love"/>	First name	<input type="text" value="A"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type	<input type="text" value="aty"/>
Office	<input type="text"/>		
Address 1	<input type="text" value="5 Post Office Square"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Boston"/>	State	<input type="text" value="MA"/>
		Zip	<input type="text" value="02109"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Bar ID	<input type="text"/>	Bar status	<input type="text"/>
Initials	<input type="text"/>	DOB	<input type="text"/>
		Mail group	<input type="text"/>
		AO code	<input type="text"/>
		Person end date	<input type="text"/>

- Step 7** Select which cases you would like to update with correct information (open cases, closed cases, or both). Click **Submit**.

Person / Search Open and/or Closed Cases

Searching for existing Party Records

Open cases

Closed cases

Submit Clear

- Step 8** Select the cases you would like to update. You can updated all, just open cases, just closed cases or scroll through the list of cases and highlight the ones you would like to update. Once you have selected click **Submit**.

Searching for existing Attorney Records

Select the cases to be updated

*** Update All ***

*** Update Open ***

*** Update Closed ***

2011-10282 Norman Stubbs and Emma Stubbs

2011-10282 Norman Stubbs and Emma Stubbs

2011-10282 Norman Stubbs and Emma Stubbs

2011-10290 Norman Stubbs and Emma Stubbs

2011-10290 Norman Stubbs and Emma Stubbs

2011-10290 Norman Stubbs and Emma Stubbs

2011-10335 Norman Stubbs and Emma Stubbs

Submit Clear

- Step 9** You will receive the confirmation screen stating that the update was successful. **If you do not see this screen, you have not updated your ECF account.**

```

Updating person record...
Successfully updated M Murray

The update was successful...

Set up automatic email notification complete for M Murray
Send Notification in all cases for which you represent a party = on
Send Notification to primary email address = on
Case list:

Email notice of electronic filings for selected cases= off
Summary email = off
Primary email address: mary_murray@mab.uscourts.gov
Secondary email address:

amber_love@mab.uscourts.gov

Formatting of notices = HTML (Internet email)
No user update requested
Return to User Maintenance

```

Change Your Password

Step 1 Click **Utilities** on the Main Menu Bar.



Step 2 Select **Change Your Password**.



Step 3 Enter the password you would like to use, re-enter the password you like you to use, and click **Submit**.

Change Your Password

Login love_aty

Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).

New password

Re-enter new password

View Your Transaction Log

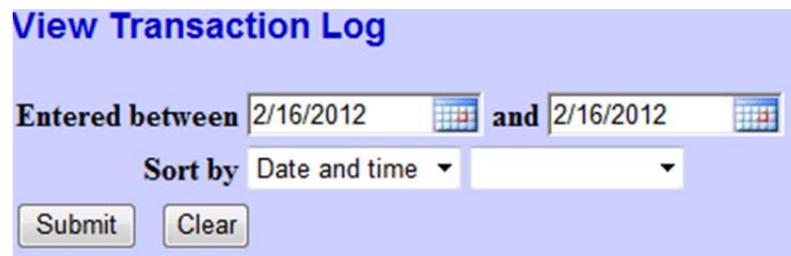
Step 1 Click **Utilities** on the Main Menu Bar.



Step 2 Select **View your Transaction Log**. A date range screen will display.



Step 3 Enter the start date and end date for the Transaction Log Report and click **Submit**.



Step 4 The report will generate and display any transactions performed under your login and password for the date range selected.

Transaction Log			
Report Period 01/16/2012 - 02/28/2012			
Id	Date	Case Number	Text
128856	01/20/2012 15:23:08	11-10007	Motion filed by Debtor Robert System for Relief from Stay Re: Diamond Ring Fee Amount \$176, Objections due by 02/3/2012. (Attachments: # (1) Exhibit A) (Love, A)
129270	02/01/2012 14:20:10	12-10007	First Amended Chapter 13 Plan with certificate of service (RE: [3] Chapter 13 Plan) filed by Joint Debtor Emma Stubbs, Debtor Norman Stubbs (Love, A)
129396	02/06/2012 15:16:06	12-10028	Opened New BK Case 12-10028
129397	02/06/2012 15:54:12	12-10029	Opened New BK Case 12-10029

Total Number of Transactions: 4