

## YOUR ECF ACCOUNT

Our Administrative Procedures indicate it is the Electronic Filer's responsibility to keep their information current. *The Administrative Procedures can be found on our web page [www.pamb.uscourts.gov](http://www.pamb.uscourts.gov); under "Quick Links" - "Rules, Court Orders, Forms and Procedures" - "Local Administrative Procedures".*

Each attorney who is an electronic filer has been issued a login and password **based on the information submitted on the Application to File Documents Electronically**. If any of the information on the Registration Form changes, e.g., mailing address, e-mail address, etc., the user **must update** the information in the CM/ECF system.

Because many Attorneys have been filing electronically for over five (5) years, we suggest you check your ECF Account information to make sure the information is correct and up to date. To view your account information in ECF, go to "Utilities" "Maintain Your ECF Account".

### Web-Page:

On our web-page ([www.pamb.uscourts.gov](http://www.pamb.uscourts.gov)), under "CM/ECF" - "Filing" you will find procedures based on the filing group (ex: Attorney, Trustee/UST), as well as "Technical Tips" which are helpful for changing your physical address, e-mail address, and your password (Maintain your ECF Account). A password is issued to you at the time you apply, but we recommend you change your password upon receiving it from our office.

### Staffing Change:

For security purposes, it is also a good idea to change your password if you have a turn-around in staff.

### Change in E-Mail Address:

If the Clerk is notified by returned undeliverable e-mails that a filing users e-mail account is invalid, the Clerk will attempt to contact the Filing user by another e-mail address of record or by telephone call. If a valid e-mail address is not provided, the User's electronic filing account will be disabled. If the account is disabled, the filing user may face possible sanctions for violation of Miscellaneous Order 5:05-mp-50007.

### Attorney Leaves Firm:

If an attorney is leaving his or her firm and some clients are remaining with the firm, that attorney must provide a list of those clients to the Clerk's Office. The firm must file Substitutions of Counsel for those clients.

### Multiple Office Locations:

If an attorney has multiple office locations, a separate application must be filed for each office location.