

## Linking and Removing a Filing Agent

### Requirements

- PACER account is required.
- Filing agent must be an individual.
- Filing agents can only be registered under Attorneys or Trustees.
- Pro-se debtors are not permitted to file electronically, and therefore should not use filing agent to attempt to register for electronic filing.

### Link a Filing Agent CM/ECF Account to an Attorney CM/ECF Account

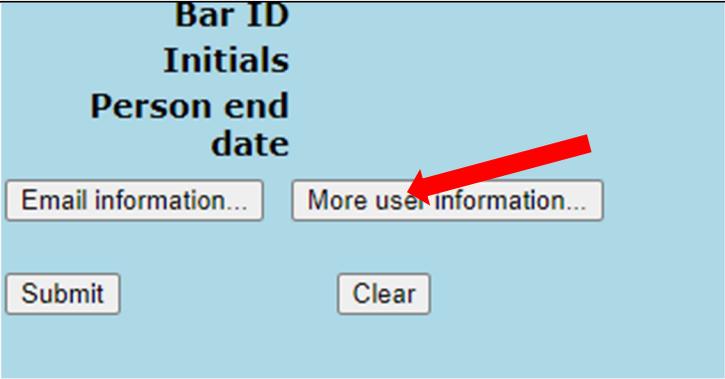
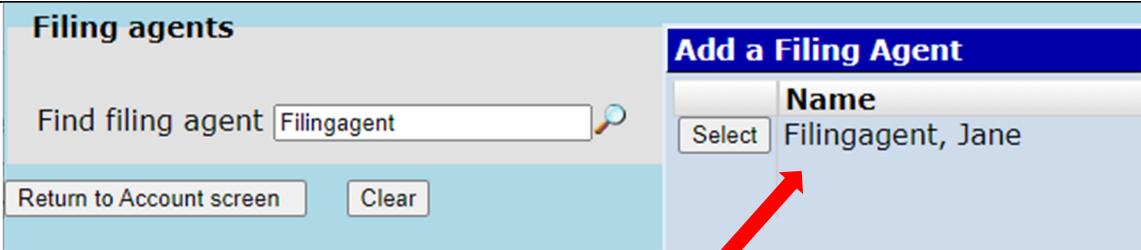
1. Once the account is approved by the court, the filer should go to the attorney or trustee and ask them to add them to their ECF account.

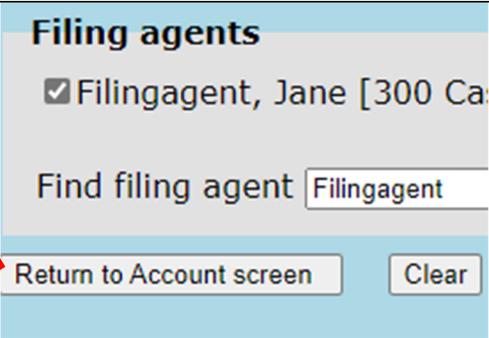
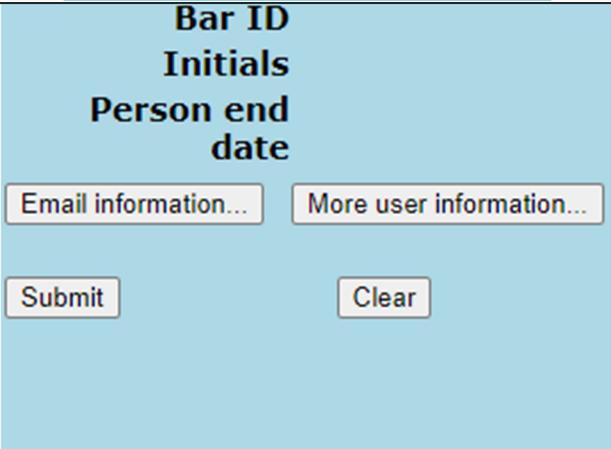
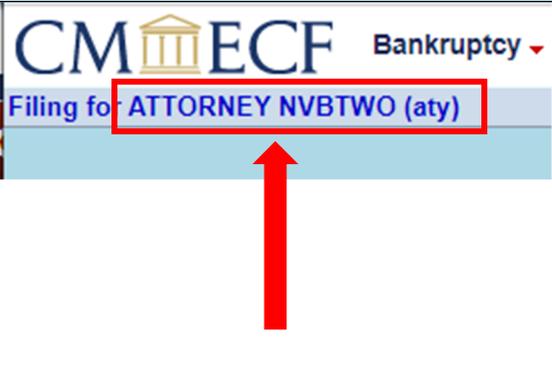
The **attorney or trustee** should then log into their PACER/ECF account at <https://ecf.nvb.uscourts.gov>.

Under the Utilities menu, select **Maintain Your ECF Account**.

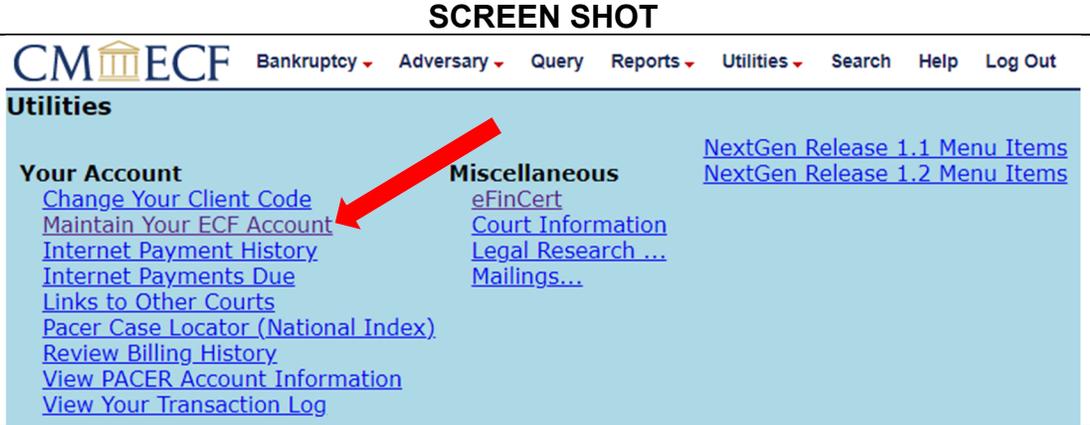


The screenshot shows the CM/ECF website interface. At the top, there is a navigation bar with the CM/ECF logo and several dropdown menus: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar is a blue header area with the title "Utilities". Underneath, there are two columns of links. The left column is titled "Your Account" and contains links for "Change Your Client Code", "Maintain Your ECF Account", "Internet Payment History", "Internet Payments Due", "Links to Other Courts", "Pacer Case Locator (National Index)", "Review Billing History", "View PACER Account Information", and "View Your Transaction Log". The right column is titled "Miscellaneous" and contains links for "eFinCert", "Court Information", "Legal Research ...", and "Mailings...". Additionally, there are two blue links at the top right of the page: "NextGen Release 1.1 Menu Items" and "NextGen Release 1.2 Menu Items". A red arrow points from the "Utilities" header down to the "Maintain Your ECF Account" link in the "Your Account" column.

STEP	SCREEN SHOT
<p>2. Select <b>More User Information</b> at the bottom of the screen.</p>	
<p>3. Enter the last name of the Filing Agent that will be filing on behalf of the attorney or trustee.</p> <p>Click on the magnifying glass to search.</p> <p><b>Note:</b> If the person does not display here, their PACER request has not yet been completed. The account <b>MUST</b> have a PACER record prior to adding it in CMECF.</p> <p>Click <b>Select</b> once the filing agent appears in the search results.</p>	

STEP	SCREEN SHOT
<p>4. The agent has been added to the attorney's/trustee's account.</p> <p>Select <b>Return to Account Screen</b>.</p>	
<p>5. Click <b>Submit</b>.</p>	
<p>6. The filing agent may now log into PACER/ECF with the credentials that were setup on PACER.</p> <p>Once logged in, the filing agent should see the attorney or trustee they are filing on behalf of displayed at the top.</p>	

## Remove a Filing Agent from an Attorney's or Trustee's User Account

STEP	SCREEN SHOT
<p>1. The <b>attorney or trustee</b> should log into their PACER/ECF account at <a href="https://ecf.nvb.uscourts.gov">https://ecf.nvb.uscourts.gov</a>.</p> <p>Under the Utilities menu, select <b>Maintain Your ECF Account</b>.</p>	 <p>The screenshot shows the CM/ECF website header with navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, Log Out. Below the header is the 'Utilities' menu. Under 'Your Account', there are several links, with a red arrow pointing to 'Maintain Your ECF Account'. Other links include 'Change Your Client Code', 'Internet Payment History', 'Internet Payments Due', 'Links to Other Courts', 'Pacer Case Locator (National Index)', 'Review Billing History', 'View PACER Account Information', and 'View Your Transaction Log'. Under 'Miscellaneous', there are links for 'eFinCert', 'Court Information', 'Legal Research ...', and 'Mailings...'. On the right side, there are links for 'NextGen Release 1.1 Menu Items' and 'NextGen Release 1.2 Menu Items'.</p>
<p>2. Select <b>More User Information</b> at the bottom of the screen.</p>	 <p>The screenshot shows a form with the following fields: 'Bar ID', 'Initials', 'Person end date', 'Email information...', and 'More user information...'. There are 'Submit' and 'Clear' buttons at the bottom. A red arrow points to the 'More user information...' button.</p>

<p>3. The attorney or trustee will need to login to their PACER/CMECF account to remove the filing agent.</p> <p><b>Uncheck</b> the box of the filing agent to be removed from the account.</p> <p>Select <b>Return to Account screen</b>.</p>	
<p>4. Click <b>Submit</b>.</p>	