

Filing Agents

Some trustees and attorneys require multiple paralegals/staff members docketing simultaneously in order to complete necessary filings. Previously, there was no way to link multiple accounts to the same trustee or attorney. As a result the court had to create separate (X) accounts to allow staff to file on behalf of the trustee/attorney.

Now, a new user type is available, called 'Filing Agent'. A trustee or attorney may link several 'Filing Agents' to their user account so that when the agent files on behalf of the trustee/attorney, the docket text shows the trustee's/attorney's name as the filer.

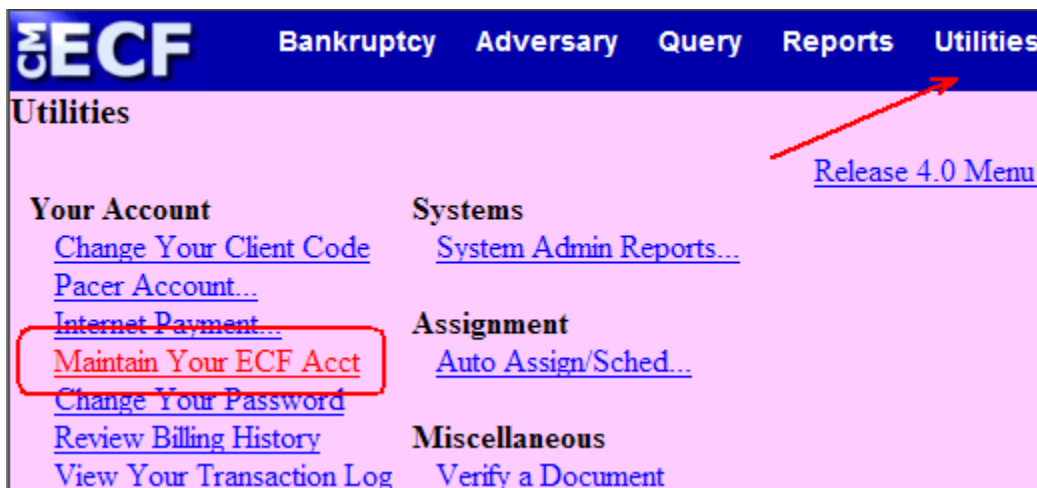
Filing Agents -

- Can docket on behalf of the trustee/attorney
- Will not appear on the pick list for docketing (only the trustee or attorney name will show)
- Name will not show on the docket text. (the trustee or attorney name will show as the filer)
- Assume the rights and privileges assigned to the trustee or attorney's user account
- Will not receive email on their own. The Filing Agent's email address must be designated through the trustee or attorney's account in Maintain Your ECF Account: 'Secondary Email Address' and by checking 'Send the notices to the secondary addresses'
- Can docket restricted (SSN Verification Page, Writs) and sealed documents but cannot view them after docketing (the attorney/trustee main account must be used)

Adding Filing Agents

The attorney or trustee must login.

Click 'Utilities' – 'Maintain Your ECF Account'



Click 'More user information...'

Maintain User Account

| | | |
|--|---|---|
| Last name Spencer Grigsby | First name Nancy | |
| Middle name (Gblt) | Generation | |
| Title <input type="text" value="Trustee"/> | Type tr | |
| Office <input type="text"/> | | |
| Address 1 <input type="text" value="4201 Mitchellville Rd. Ste 401"/> | | |
| Address 2 <input type="text"/> | | |
| Address 3 <input type="text"/> | | |
| City <input type="text" value="Bowie"/> | State <input type="text" value="MD"/> | Zip <input type="text" value="20716"/> |
| Country <input type="text" value="USA"/> | County <input type="text" value="PRINCE GEORGE'S-MD"/> | |
| Phone <input type="text" value="(301) 805-4700"/> | Fax <input type="text"/> | |
| SSN / ITIN <input type="text"/> | Tax ID / EIN <input type="text"/> | |
| Bar ID grin | Bar status | Mail group |
| Initials | DOB | AO code grin Person end date |


Type the last name of the person you wish to add as the Filing Agent.
Click the **magnifying glass**.

More User Information for Nancy (Gblt) Spencer

| | |
|----------------------------------|--------------------|
| Login ngrigsby | Current log |
| Registered Y | Create da |
| Internet Payment Y | Update da |
| Groups Trustee/US Trustee | Last log |

[See the Utilities menu for the "Change Your Pas

Filing agents

Find filing agent 

A new window will pop-up stating that the Filing Agent could not be found.

Add a filing agent

Could not find filing agent White

Click 'Create a new filing agent'.

[Create a new filing agent](#)

Complete the 'Filing Agent Information' - Please fill in the name, address, phone number, login and password. Click **Submit**

Filing Agent Information

Login

Password

[minimum 8; upper- & lower-case letters; include digit or special character]

Last name

First name

Middle name

Generation

Title

Office

Address 1

Address 2

Address 3

City

State

Zip

Country

County

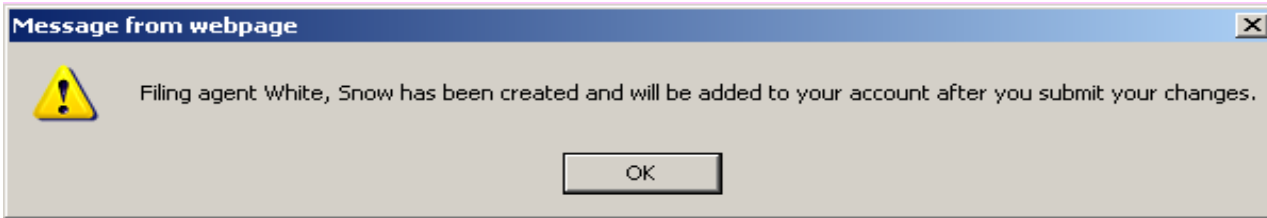
Phone

Fax

SSN / ITIN

DOB

A message will appear confirming the creation of the new Filing Agent. Click **OK**



The Filing Agent will now show in a listing under 'Filing Agents'. The Filing Agent can be deactivated at any time by the Trustee/Attorney by checking the box next to the Filing Agent's name.



To finish adding the Filing Agent - Click **Return to Account Screen**

Click **Submit**

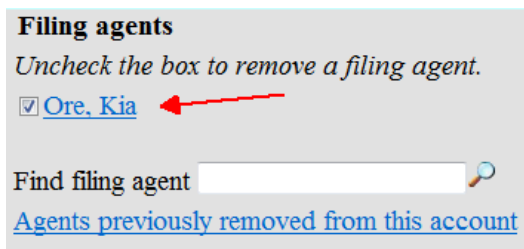
Click **Submit**

Updating Filing Agent Permissions – Internet Payments

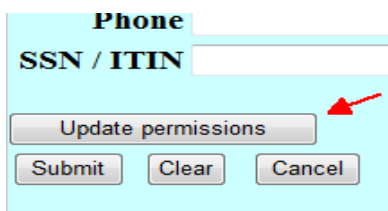
To remove your Filing Agent's permission to pay internet payments –

Click **Utilities > Maintain Your ECF Account > More User Information**

Click on the Name of the Filing Agent



Click **Update Permissions**



Click the Internet Payment dropdown and select 'N'. Click **Return to Account Screen**.

Filing Agent Permissions: Kia Ore filing for Perry Mason

Internet Payment Y

Groups Y mey

Return to account screen Clear

Click **Submit**

Update permissions

Submit Clear Cancel

Click **Return to Account screen** > **Submit** > **Submit**

Selecting an existing Filing Agent

Click 'Utilities' – 'Maintain Your ECF Account' – 'More User Information'

Type the last name of the agent you wish to find and click the **magnifying glass**

Click **Select**

Click **Return to Account Screen**

Click **Submit**

Click **Submit**

Filing agents

Find filing agent White

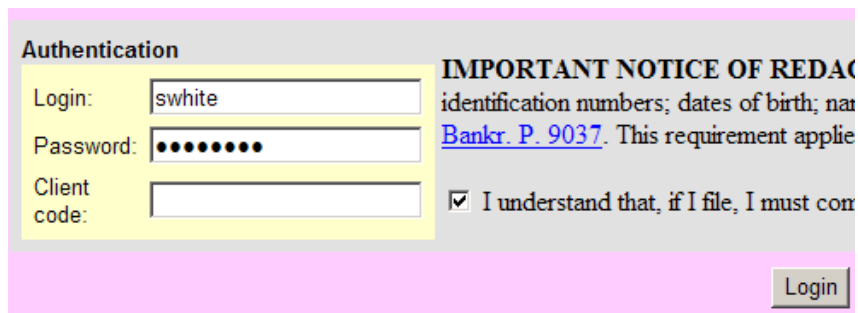
Return to Account screen Clear

Add a filing agent

| | Name | Address |
|--------|-------------|------------------------------------|
| Select | White, Snow | Nancy 4201 M Bowe, 301-80 |

Docketing as a Filing Agent

Login with your login and password.



The screenshot shows the authentication section of the CM/ECF system. It includes a yellow-bordered form with three input fields: 'Login:' containing 'swhite', 'Password:' with masked characters, and 'Client code:'. To the right, there is an 'IMPORTANT NOTICE OF REDACTED INFORMATION' section with a link to 'Bankr. P. 9037'. A checkbox is checked with the text 'I understand that, if I file, I must comply with the requirements of Bankr. P. 9037'. A 'Login' button is located at the bottom right of the form.

If you are a filing agent for more than one attorney or trustee – select the attorney/trustee you are filing on behalf of.

Filing for

Perry Mason (aty)
Nancy (Gblt) Spencer Grigsby (tr)

****IMPORTANT****

CM/ECF will show who you are filing on behalf of. To change who you are filing on behalf of click **Change user**. (The **Filing for** shown in the image above will then appear.)



Docket as normal.

Reviewing Your Transaction Log

CM/ECF allows you to view a log of all transactions. The transaction log will show the id (individual doing the docketing), date/time, case number and docket text.

Click **Utilities** – **View Your Transaction Log**



ECF Bankruptcy Adversary Query Reports Utilities

Utilities

Your Account

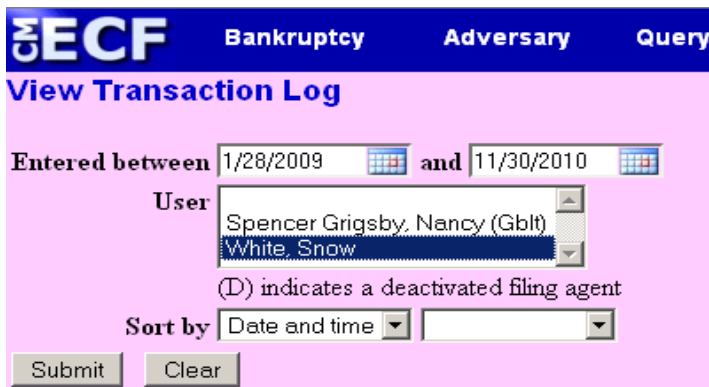
- [CM/ECF Login](#)
- [Change Your Client Code](#)
- [Pacer Account...](#)
- [Internet Payment...](#)
- [Maintain Your ECF Acct](#)
- [Change Your Password](#)
- [Review Billing History](#)
- [View Your Transaction Log](#)

Miscellaneous

- [Verify a Document](#)
- [Court Information](#)
- [Mailings...](#)

Select the Enter Between dates, the User and Sort by options. Click **Submit** (Nancy's login will show herself and all filing agents. Each Filing Agent can only view their own transactions).

Nancy's Login



ECF Bankruptcy Adversary Query

View Transaction Log

Entered between 1/28/2009 and 11/30/2010

User

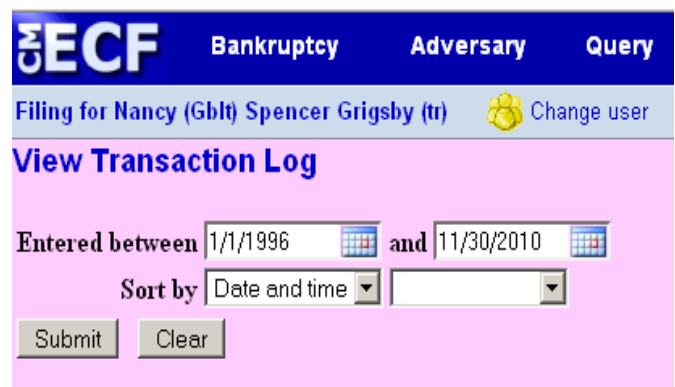
- Spencer Grigsby, Nancy (Gblt)
- White, Snow

(D) indicates a deactivated filing agent

Sort by Date and time

Submit Clear

Filing Agent's Login



ECF Bankruptcy Adversary Query

Filing for Nancy (Gblt) Spencer Grigsby (tr) Change user

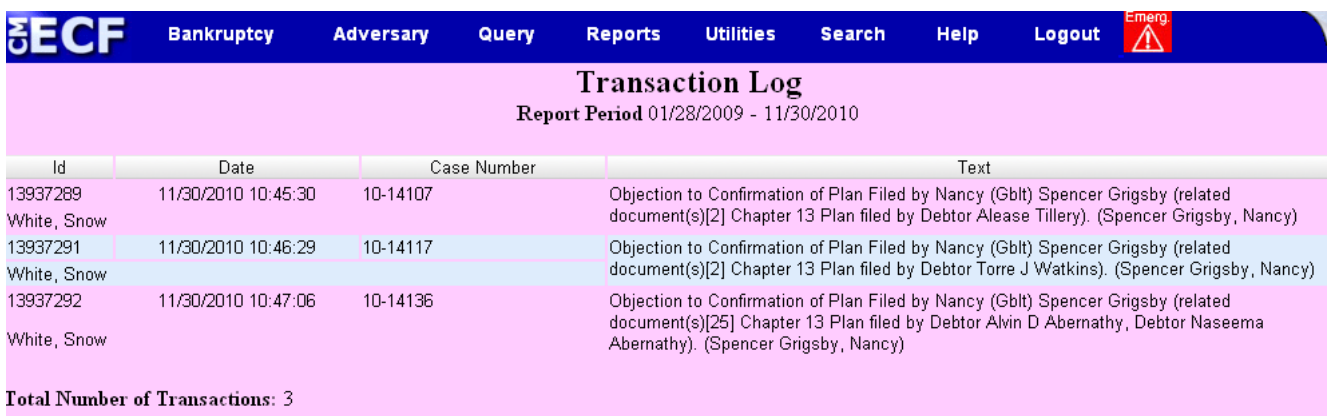
View Transaction Log

Entered between 1/1/1996 and 11/30/2010

Sort by Date and time

Submit Clear

Results from Nancy's Login for Snow White



ECF Bankruptcy Adversary Query Reports Utilities Search Help Logout **Emerg**

Transaction Log

Report Period 01/28/2009 - 11/30/2010

| Id | Date | Case Number | Text |
|----------|---------------------|-------------|---|
| 13937289 | 11/30/2010 10:45:30 | 10-14107 | Objection to Confirmation of Plan Filed by Nancy (Gblt) Spencer Grigsby (related document(s)[2] Chapter 13 Plan filed by Debtor Alease Tillery). (Spencer Grigsby, Nancy) |
| 13937291 | 11/30/2010 10:46:29 | 10-14117 | Objection to Confirmation of Plan Filed by Nancy (Gblt) Spencer Grigsby (related document(s)[2] Chapter 13 Plan filed by Debtor Torre J Watkins). (Spencer Grigsby, Nancy) |
| 13937292 | 11/30/2010 10:47:06 | 10-14136 | Objection to Confirmation of Plan Filed by Nancy (Gblt) Spencer Grigsby (related document(s)[25] Chapter 13 Plan filed by Debtor Alvin D Abernathy, Debtor Naseema Abernathy). (Spencer Grigsby, Nancy) |

Total Number of Transactions: 3