

<p><b>CM/ECF</b></p> <p><b>User's Guide</b></p> <p><b>Part 1</b></p> <p>US Bankruptcy Court, Southern District of Iowa</p>	<p>Chapter</p> <p><b>Utilities</b></p>
	<p>Section</p> <p><b>Your Account – Maintain Your ECF Account</b></p>

**Account of current user appears for setup or modifications.**

<b>First, Last and Middle Name</b>	Required Information
<b>Generation</b>	
<b>Title</b>	
<b>Type</b>	Entered by court personnel
<b>Office</b>	Enter Name of Law Firm
<b>Address on Lines 1, 2, 3</b>	Required Information; mailing address
<b>City, State, Zip</b>	Required Information

<b>County</b>	Enter county of mailing address
<b>Country</b>	Enter USA
<b>Phone</b>	Enter in 515-555-5555 format
<b>Fax</b>	Enter in 515-555-5555 format
<b>SSN</b>	Optional
<b>Tax Id</b>	Optional
<b>Bar Id</b>	Court assigned ID or SSN – entered by court personnel
<b>Bar Status</b>	Entered by court personnel
<b>Initials</b>	Entered by court personnel

**More Than One Office?**

If you have more than one office, select one location for the mailing address. Use the additional addresses in the E-mail information screen to include the e-mail addresses of your other offices.

**E-mail Information**

Use to specify how you would like to be notified of CM/ECF filings and the e-mail address where you want to receive the notification.

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E-mail information for John Miller

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices  html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

<b>Primary e-mail address</b>	Specify complete e-mail address for Notice of Electronic Filing Notices
<b>Send the notices specified below</b>	Select one or both options: to my primary e-mail address and/or to these additional addresses (add additional e-mail addresses in text box) Use additional addresses for e-mail address of multiple offices.
<b>Send notices in cases in which I am involved</b>	Select this box to receive notices on cases you are involved
<b>Send notices in these additional Cases</b>	Check this box and enter the case numbers of cases you want to received notices
<b>Send a notice for each filing</b>	Select to receive a Notice of Electronic Filing for each case
<b>Send a Daily Summary Report</b>	Select to receive a Summary Report containing all cases
<b>Format notices</b>	Check one choice: html format for Netscape or ISP e-mail service text format for cc:Mail, GroupWise, other e-mail service
<b>Return to Account screen</b>	Click to continue making changes to your account and/or submit those you made.
<b>Clear</b>	Click to clear screen if changes are incorrect.

**More User Information**

Use this to change your login name and/or password.

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More User Information for John Miller

Login  Last login 12-06-2002 10:59  
 Password  Current login 12-06-2002 10:59  
 Prid 45 Create date 03/12/2002  
 Registered Y Update date 11/19/2002  
 Internet Credit Card N  
 Groups Attorney

<b>Login</b>	Use the change your login
<b>Password</b>	Use to change your password. When you type in the new password it is visible. When you access the screen again, the password is hidden.
<b>Return to Account screen</b>	Click to continue making changes to your account and/or submit those you made.
<b>Clear</b>	Click to clear screen if changes are incorrect.

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