

FILING AGENTS

The Court can now create special logins for employees who file on behalf of trustees and/or attorneys in CM/ECF. These records are for filing agents and these user types will have their own login and password. A filing agent may be linked to multiple trustees and/or attorneys. Trustees and attorneys may have multiple filing agents. Only the trustee or attorney name will appear on the docket report, queries and other case management reports. The filing agent's name will never appear to the public.

If an agent works for only one filer, the agent's transactions are always made on behalf of that filer. However, if a filing agent works for more than one filer, the agent must select the desired filer from a drop-down list upon logging into CM/ECF. The selection made upon login can be changed at any time without logging out. Once the appropriate filer is selected, that filer remains in place unless and until the agent selects another filer. **Note that because an agent may work with multiple filers, a default PACER login cannot be associated with a filing agent account.**

The filing agent may receive email, but only if the filing agent's email address is placed in the "Secondary email address" field of the trustee's or attorney's email information record.

The court will control the creation and maintenance of filing agent records. However, if a filing agent leaves your employ, you will be able to modify the agent's account information through your person record in the Utility menu option, "Maintain Your ECF Account" in order to deactivate or otherwise change the agent's password to prevent them from taking any additional action under your name. You will also need to notify the court so that we can take action to permanently disconnect the agent account.

Filing Agent Email Setup and Noticing

The filing agent may receive email, but only if the filing agent's email address is placed in the attorney or trustee's email preferences as a secondary email address. Enter the email address in the "Secondary email address" field, then place a check in the box next to Send the notices specified below "to the secondary addresses". The secondary email address field will allow multiple email addresses, separated by a comma or semi colon.

Email information for T. Hayes

Primary email address	<input type="text" value="none@none.com, someone@somewhere.com"/>	Reenter primary email address	<input type="text" value="none@none.com, someone@somewhere.com"/>
Secondary email address	<input type="text"/>	Reenter secondary email address	<input type="text"/>

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

Notices will be sent for adversary proceedings in which I am directly involved and for their related bankruptcy cases.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML

Text

Click Return to Account screen, then submit to save the information you've entered.

Selecting a Filer

If an agent works for only one filer, the agent's transactions are always made on behalf of that filer. However, if a filing agent works for more than one filer, the agent must select the desired filer from a drop-down list upon logging into CM/ECF. The selection made upon login can be changed at any time without logging out.

Filing for

T. Hayes (tr)
Sherman Willis (tr)

Changing Filers

When the agent is logged in on behalf of an associated filer, the name of the filer is displayed on the menu bar to avoid confusion:



If the filing agent is associated with more than one trustee or attorney, a Change user button appears on the menu bar. Clicking this button will display a list of all possible filers associated with this filing agent. Clicking a name from the list changes the filer that the filing agent will then be associated with.

Editing a Filing Agent Record

Updates to the filing agent account information are made from the trustee or attorney record via the "More User Information" screen and can be made only by the court, the trustee or attorney.

More User Information for T. Hayes

Login THayes	Current login 02-28-2012 13:00
Registered Y	Create date 03/23/2011
Internet Payment Y	Update date 02/28/2012
Groups E-Orders Trustee, Trustee/US Trustee	Last login 02-28-2012 12:30

[See the Utilities menu for the "Change Your Password" option]

Filing agents

Uncheck the box to remove a filing agent.

- [Hardy, Jane](#) [Office of the Trustee, 433 Cherry Street, Macon, GA 31201, 478-777-7777]
- [Madison, Conrad](#) [Office of the Trustee, 433 Cherry Street, Macon, GA 31201, 478-777-7777]
- [Phillips, Jennifer](#) [Office of the Trustee, 433 Cherry Street, Macon, GA 31201, 478-777-7777]

Click the filing agent name hyperlink found on the trustee or attorney "More User Information" screen in order to perform updates to the filing agent record.

On the Filing Agent Information screen, revisions can be made if necessary, in the areas where fields are provided.

Filing Agent Information

Login <input type="text" value="JHardy"/>	Last login -
Password <input type="password" value="*****"/> <i>[minimum 8; upper- & lower-case letters; include digit or special character]</i>	Current login 02-28-2012 12:26
	Create date 02/28/2012
<hr/>	
Last name <input type="text" value="Hardy"/>	First name <input type="text" value="Jane"/>
Middle name <input type="text"/>	Generation <input type="text"/>
Title <input type="text"/>	
Office <input type="text" value="Office of the Trustee"/>	
Address 1 <input type="text" value="433 Cherry Street"/>	
Address 2 <input type="text"/>	
Address 3 <input type="text"/>	
City <input type="text" value="Macon"/>	State <input type="text" value="GA"/>
	Zip <input type="text" value="31201"/>
Country <input type="text"/>	County <input type="text"/>
Phone <input type="text" value="478-777-7777"/>	Fax <input type="text"/>
SSN / ITIN <input type="text"/>	DOB <input type="text"/>
 <input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>	

Deactivating a Filing Agent

When there are personnel changes, filing agents should be deactivated from your account to prevent them from taking any additional action under your name. On the "More User Information" screen for the trustee or attorney, remove the check in the box next to the filing agent's name.

More User Information for T. Hayes

Login THayes	Current login 02-28-2012 13:00
Registered Y	Create date 03/23/2011
Internet Payment Y	Update date 02/28/2012
Groups E-Orders Trustee, Trustee/US Trustee	Last login 02-28-2012 12:30

[See the Utilities menu for the "Change Your Password" option]

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Alternatively, you may click the filing agent name hyperlink to access the Filing Agent Information screen, then change the filing agent's password.

Filing Agent Information

Login JHardy	Last login -
Password ***** <small>[minimum 8; upper- & lower-case letters; include digit or special character]</small>	Current login 02-28-2012 12:26
	Create date 02/28/2012

Last name Hardy	First name Jane
Middle name	Generation
Title	
Office Office of the Trustee	
Address 1 433 Cherry Street	
Address 2	
Address 3	
City Macon	State GA Zip 31201
Country	County
Phone 478-777-7777	Fax
SSN / ITIN	DOB

Click submit to save any changes made. You will also need to notify the court so that we can take action to permanently disconnect the filing agent account.

Filing Output and Display

In an entry filed by a filing agent, the docket text and all associated information indicate that the entry was filed by the filer himself. No indication is made that it was filed by an agent. However, this information is logged and available to court users and filers with agents. Throughout most of the CM/ECF application, the agent's name does not appear. The exceptions are the System Transactions Report for court users and the Transaction Log for the filer.

Transaction Log

For a filer with one or more associated agents, a "User" filter appears on the Transaction Log report. This filter lists the filer's name, as well as the names of all associated agents for that filer. By selecting all names listed, the filer can view all transactions logged in his name, either by the filer himself or by one of his agents. An additional "Filing agent" sort option appears when filing agents are present. If more than one name is selected from the list, entries made by an agent will include the agent's name in an "ID" column.

The screenshot displays the 'View Transaction Log' interface. At the top, the title 'View Transaction Log' is shown in blue. Below the title, there are two date input fields: 'Entered between' followed by '2/1/2012' and 'and' followed by '2/28/2012'. Below the dates is a 'User' dropdown menu with a list of names: 'Hayes, T.', 'Hardy, Jane', 'Madison, Conrad', and 'Phillips, Jennifer'. Below the user list is a note: '(D) indicates a deactivated filing agent'. Below the note is a 'Sort by' dropdown menu with a list of options: 'Date and time', 'Date and time', 'Case number', and 'Filing agent'. At the bottom left, there are two buttons: 'Submit' and 'Clear'.