



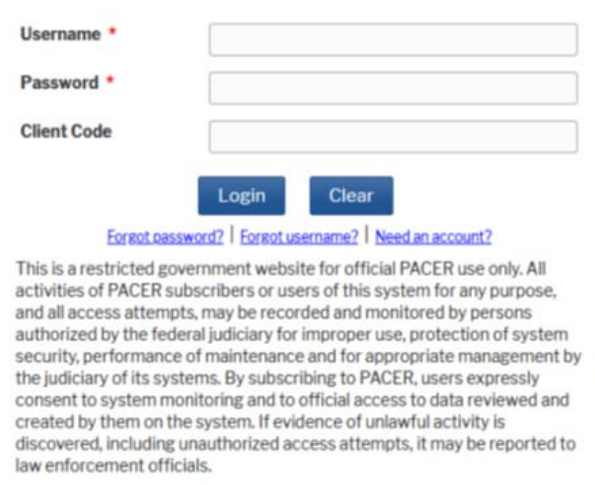
NextGen/CM/ECF

United State Bankruptcy Court / Middle District of Georgia

Link or Unlink a Filing Agent and Attorney/Trustee Account

To link a filing agent:

1. On the Court's Website – www.gamb.uscourts.gov, click on the E-Filing (CM/ECF) link, then click on the **Live Document Filing System** to access CM/ECF.
2. Enter your PACER Username and Password. Client Code is not required.
3. Click Login.

A screenshot of the PACER login interface. It features three input fields: "Username *", "Password *", and "Client Code". Below the fields are two buttons: "Login" and "Clear". Underneath the buttons are three links: "Forgot password?", "Forgot username?", and "Need an account?". At the bottom of the form is a disclaimer: "This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials."



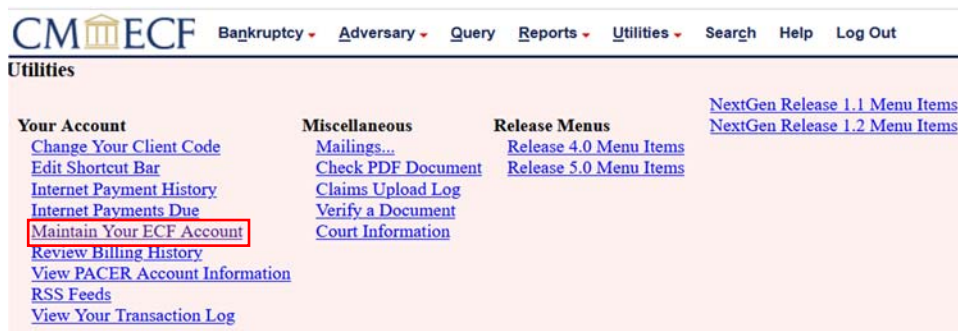
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United State Bankruptcy Court / Middle District of Georgia

4. From the menu bar, click **Utilities**.



5. Click **Maintain Your ECF Account**.





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6. Click **More User Information**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help

Maintain User Account [Edit my name and address](#)

Last name	Attorney	First name	Jet
Middle name		Generation	
Title		Type aty	
Office		<input type="checkbox"/> Add Headers to PDF Documents	
Address 1	123 USBC Lane	State	GA
Address 2		County	BIBB-GA (13021)
Address 3		Fax	
City	Macon	Text Phone	
Country	USA	Bar status	DOB 05/01/1970
Phone	478-749-8888		
Alternate Phone			
Bar ID			
Initials			
Person end date			

Email information... **More user information...**

Submit Clear

7. Under **Find Filing Agent**, enter the last name of a filing agent and click the magnifying glass.

More User Information for Jet Attorney

[Update Account Information](#) Last login 08-12-2021 15:53

Login janiceattorney Current login 08-13-2021 10:06

Person ID 6310 Create date 04/01/2021

Person Authorization ID 84 Update date 08/12/2021

Public User ID 7042654 User end date

Judiciary User ID

E-Filing Status Active

Internet Payment Y

Groups Attorney

Filing agents

Uncheck the box to remove a filing agent.

[Com, Dot](#) [, XX, Account ID: 7044077]

[Filingagent, Janice](#) [123 Test Lane, Macon, GA 31031, 478-628-5555, Account ID: 7043891]

Find filing agent Jones



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United State Bankruptcy Court / Middle District of Georgia

8. Review the pop-up to make sure you have the correct filing agent, then click **Select**.

	Name	Address
Select	Jones, Marsha	15 LaFayette Square St. Mary's, GA 31558 912-882-8899

9. The filing agent will now appear in your account under **Filing Agents**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search He

More User Information for Jet Attorney

[Update Account Information](#) **Last login** 07-28-2021 12:45

Login janiceattorney **Current login** 08-12-2021 15:53

Person ID 6310 **Create date** 04/01/2021

Person Authorization ID 84 **Update date** 08/12/2021

Public User ID 7042654 **User end date**

Judiciary User ID

E-Filing Status Active

Internet Payment Y

Groups Attorney

Filing agents

Uncheck the box to remove a filing agent.

- [Com.Dot](#) [, XX, Account ID: 7044077]
- [Filingagent, Janice](#) [123 Test Lane, Macon, GA 31031, 478-628-5555, Account ID: 7043891]
- [Jones, Marsha](#) [15 LaFayette Square, St. Mary's, GA 31558, 912-882-8899, Account ID: 7043682]

Find filing agent

[Return to Account screen](#)



NextGen/CM/ECF

United State Bankruptcy Court / Middle District of Georgia

10. To save the filing agent, click **Return to Account screen**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search He

More User Information for Jet Attorney

[Update Account Information](#) Last login 07-28-2021 12:45
Login janiceattorney Current login 08-12-2021 15:53
Person ID 6310 Create date 04/01/2021
Person Authorization ID 84 Update date 08/12/2021
Public User ID 7042654 User end date
Judiciary User ID
E-Filing Status Active
Internet Payment Y
Groups Attorney

Filing agents

Uncheck the box to remove a filing agent.

[Com.Dot](#) [, XX, Account ID: 7044077]
 [Filingagent, Janice](#) [123 Test Lane, Macon, GA 31031, 478-628-5555, Account ID: 7043891]
 [Jones, Marsha](#) [15 LaFayette Square, St. Mary's, GA 31558, 912-882-8899, Account ID: 7043682]

Find filing agent

Return to Account screen Clear

11. Then click **Submit**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Maintain User Account

Last name	Attorney	First name	Jet	Generation	
Middle name		Generation		Type aty	
Title		<input type="checkbox"/> Add Headers to PDF Documents			
Office					
Address 1	123 USBC Lane				
Address 2					
Address 3					
City	Macon	State	GA	Zip	31201
Country	USA	County	BIBB-GA (13021)	Fax	
Phone	478-749-8888	Text Phone		Mail group	
Alternate Phone		Bar status		AO code	
Bar ID		DOB	05/01/1970		
Initials					
Person end date					

Email information... More user information...

Submit Clear



NextGen/CM/ECF

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To unlink a filing agent:

1. Follow steps 1-6 of **To link a filing agent** to reach your **More User Information** screen.
2. All your filing agents will be listed.

CM ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search He

More User Information for Jet Attorney

[Update Account Information](#) **Last login** 07-28-2021 12:45

Login janiceattorney **Current login** 08-12-2021 15:53

Person ID 6310 **Create date** 04/01/2021

Person Authorization ID 84 **Update date** 08/12/2021

Public User ID 7042654 **User end date**

Judiciary User ID

E-Filing Status Active

Internet Payment Y

Groups Attorney

Filing agents

Uncheck the box to remove a filing agent.

[Com, Dot](#) [, XX, Account ID: 7044077]

[Filingagent, Janice](#) [123 Test Lane, Macon, GA 31031, 478-628-5555, Account ID: 7043891]

[Jones, Marsha](#) [15 LaFayette Square, St. Mary's, GA 31558, 912-882-8899, Account ID: 7043682]

Find filing agent 🔍



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3. To unlink a filing agent, uncheck the box next to their name.

CM ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utiliti

More User Information for Jet Attorney

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Login janiceattorney **Current login** 08-12-2021 15:53
Person ID 6310 **Create date** 04/01/2021
Person Authorization ID 84 **Update date** 08/12/2021
Public User ID 7042654 **User end date**
Judiciary User ID
E-Filing Status Active
Internet Payment Y
Groups Attorney

Filing agents

Uncheck the box to remove a filing agent.

[Com, Dot](#) [, XX, Account ID: 7044077]
 [Filingagent, Janice](#) [123 Test Lane, Macon, GA 31031, 478-628-5555, Account II
 [Jones, Marsha](#) [15 LaFayette Square, St. Mary's, GA 31558, 912-882-8899, Acco

Find filing agent

[Return to Account screen](#) [Clear](#)

4. Then click **Return to Account screen**.

CM ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utiliti

More User Information for Jet Attorney

[Update Account Information](#) **Last login** 07-28-2021 12:45
Login janiceattorney **Current login** 08-12-2021 15:53
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Person Authorization ID 84 **Update date** 08/12/2021
Public User ID 7042654 **User end date**
Judiciary User ID
E-Filing Status Active
Internet Payment Y
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Filing agents

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[Com, Dot](#) [, XX, Account ID: 7044077]
 [Filingagent, Janice](#) [123 Test Lane, Macon, GA 31031, 478-628-5555, Account II
 [Jones, Marsha](#) [15 LaFayette Square, St. Mary's, GA 31558, 912-882-8899, Acco

Find filing agent

[Return to Account screen](#) [Clear](#)



NextGen/CM/ECF

United State Bankruptcy Court / Middle District of Georgia

5. Then click **Submit**.

CM ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help

Maintain User Account

Last name	Attorney	First name	Jet
Middle name		Generation	
Title		Type aty	
Office		<input type="checkbox"/> Add Headers to PDF Documents	
Address 1	123 USBC Lane	State	GA
Address 2		County	BIBB-GA (13021) ▾
Address 3		Fax	
City	Macon	Text Phone	
Country	USA	Bar status	
Phone	478-749-8888	DOB	05/01/1970
Alternate Phone			
Bar ID			
Initials			
Person end date			

Email information... More user information...

Submit Clear



NextGen/CM/ECF

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To relink a previously used filing agent:

1. Follow steps 1 through 6 above to get to your **More User Information** screen.
2. You will see a link to **Agents previously removed from this account**.

More User Information for Jet Attorney

[Update Account Information](#) **Last login** 08-12-2021 15:53

Login janiceattorney **Current login** 08-13-2021 10:06

Person ID 6310 **Create date** 04/01/2021

Person Authorization ID 84 **Update date** 08/12/2021

Public User ID 7042654 **User end date**

Judiciary User ID

E-Filing Status Active

Internet Payment Y

Groups Attorney

Filing agents

Uncheck the box to remove a filing agent.

[Com, Dot](#) [, XX, Account ID: 7044077]

[Filingagent, Janice](#) [123 Test Lane, Macon, GA 31031, 478-628-5555, Account ID: 7043891]

Find filing agent

[Agents previously removed from this account](#)

3. Click this link and you will see a list of filing agents you have previously unlinked from your account.

Add a Filing Agent (previously removed)	
Name	Address
Select Jones, Marsha	15 LaFayette Square St. Mary's, GA 31558 912-882-8899

4. Follow steps 8 through 11 of **To link a filing agent** in order to relink this filing agent to your account.