

# Welcome to ECF Version 4.2

**UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF MISSOURI**



**Case Management**

**CM / ECF**

**Electronic Case Files**

# New Password Security Enhancement with Version 4.2

- Must have a Minimum of 8 characters
- Must include both upper and lower case alphabetic characters and one digit or special character  
(e.g., 0-9, @, #, \$, %, &, \*, +)
- After five invalid login attempts on an account the user is locked out for five minutes

# Password Security Enhancement

- Upon logging into ECF Version 4.2 for the first time the following message will appear:



The screenshot displays the ECF system interface. At the top, there is a navigation bar with the following menu items: **B**ankruptcy ▾, **A**dversary ▾, **Q**uery, **R**eports ▾, **U**tilities ▾, and **S**earch. Below the navigation bar, the text reads: **UNITED STATES BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF MISSOURI**. To the right of this text is the official seal of the United States Bankruptcy Court for the Western District of Missouri, featuring an eagle with wings spread, holding a shield with the American flag, and a banner above its head. In the foreground, a blue notification box with a white border and a close button (X) in the top right corner is displayed. The box contains the following text: **\*\*\*Notice\*\*\***  
**The requirements for CM/ECF passwords have changed.**  
**To set a password that meets the new standards, please**  
**click [here](#).**

# Password Security Enhancement

- Click the link in the message to update your password

**\*\*\*Notice\*\*\***



**The requirements for CM/ECF passwords have changed. To set a password that meets the new standards, please click [here](#).**

# Password Security Enhancement

- Change your Password to comply with the new requirements (Make sure to notate your new password)
- Next click “Submit”

**Change Your Password**

**Login parlec**

*Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).*

New password

Re-enter new password

# Password Security Enhancement

- You will then receive a confirmation page that the update was successful
- Congratulations! You have now modified your password

# Password Security Enhancement

- You can make changes to your password at any time
- Just log into ECF and click on “Utilities”
- Choose “Your Accounts”

# Password Security Enhancement

- Select “Change Your Password”



The screenshot shows the top navigation bar of the ECF website. The logo 'ECF' is on the left, followed by menu items: 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities', each with a downward arrow. Below the navigation bar is a section titled 'Your Accounts ...'. Under this section, there are several links: 'Change Your Client Code', 'Maintain Your ECF Account', 'Change Your Password' (which is highlighted with a red rectangular box), 'Review Billing History', 'View Your Transaction Log', 'Change Your PACER Account', and 'View PACER Account Information'.

# Password Security Enhancement

- Change your Password to comply with the new requirements and click “Submit” to complete the process

## Change Your Password

**Login** parlec

*Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).*

New password

Re-enter new password

# Password Security Enhancement

If you have questions or need assistance  
please contact the Clerk's Office

(816-512-1800)