

How To Create A Filing Agent

- Log into ECF and Click on Utilities
- Choose “Your Accounts”
- Select “Maintain Your ECF Account

How To Create A Filing Agent

- Select “More User Information”

Maintain User Account

Last name	<input type="text" value="Drew"/>	First name	<input type="text" value="Norman"/>
Middle name	<input type="text" value="H"/>	Generation	<input type="text"/>
Title	<input type="text"/>	Type aty	
Office	<input type="text" value="Rodman & Associates, LLC"/>		
Address 1	<input type="text" value="8534 North Jefferson Avenue"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="San Antonio"/>	State	<input type="text" value="TX"/>
		Zip	<input type="text" value="78233"/>
Country	<input type="text"/>	County	<input type="text"/>
Phone	<input type="text" value="210-334-2225"/>	Fax	<input type="text" value="210-334-2000"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>
Bar ID	<input type="text" value="083188"/>	Bar status	<input type="text" value="M"/>
Initials	<input type="text"/>	DOB	<input type="text"/>

How To Create A Filing Agent

- Type the last name of your employee in the “Find filing agent” field and then click the search icon


More User Information for Norman H. Drew

Login drawn

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

Registered Y
Internet Payment Y
Groups Attorney, E-Orders Attorney

Filing agents

Find filing agent |johnston| 

How To Create A Filing Agent

- If no filing agents are associated with your account you will see this screen.....

More User Information for Norman H. Drew

Login drawn

Password *****

[m] **Add a filing agent**

Registered Y

Internet Payment Y

Groups At

Filing agents

Find filing agent johns

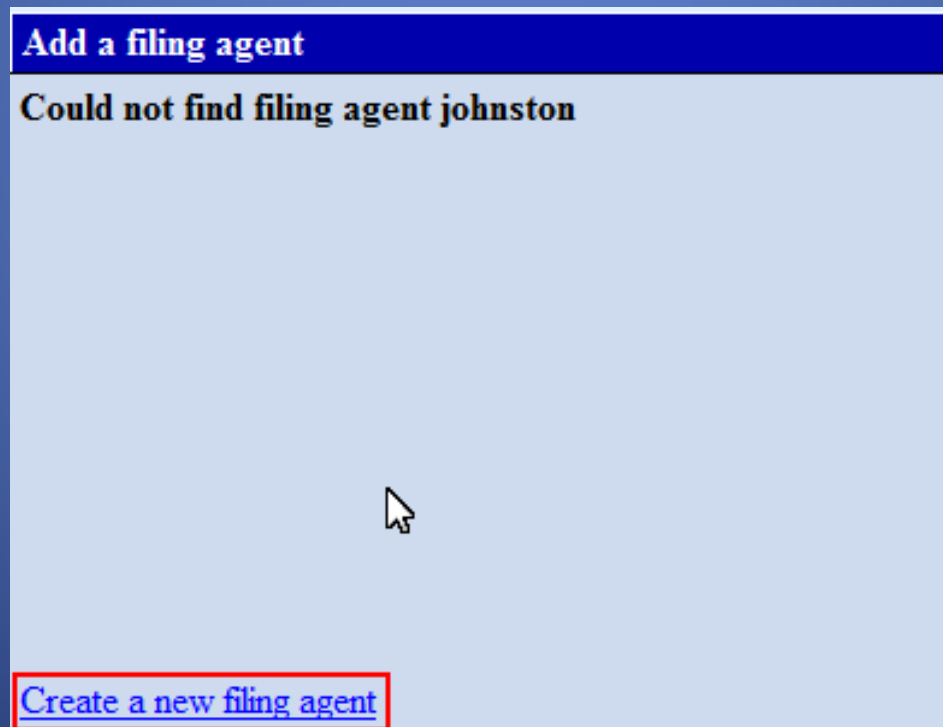
Return to Account

[Create a new filing agent](#)

Could not find filing agent johnston

How To Create A Filing Agent

- Next click the “Create a new filing agent” hyperlink at the bottom of the results list



How To Create A Filing Agent

- You will now see the Filing Agent Information screen

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

How To Create A Filing Agent

- Create a Login and Password for the Filing Agent
- The Password must have a minimum of 8 characters, include both upper and lower case letters and include one digit or special character
[e.g., 0-9, @, #, \$, %, &, *, +]

Filing Agent Information

Login	<input type="text"/>
Password	<input type="text"/>

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

How To Create A Filing Agent

- Next type the Filing Agent's Name, Address Phone and Fax number
- DO NOT include the Country, County, SSN/ITIN, or DOB

The form contains the following fields:

- Last name
- Middle name
- Title
- Office
- Address 1
- Address 2
- Address 3
- City
- Country (highlighted with a red box)
- Phone
- SSN / ITIN (highlighted with a red box)
- First name
- Generation
- State
- Zip
- County (highlighted with a red box)
- Fax
- DOB (highlighted with a red box)

Buttons:

How To Create A Filing Agent

- Once you have input the Filing Agent's information, 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**

How To Create A Filing Agent

- An information window opens, confirming the creation of the filing agent.
- Click “OK” to add this filing agent to your account

The screenshot displays a web application interface with a light pink background. At the top, there are two columns of text: "Login status" with the value "Registered Y" and "Current login" with the value "11-17-2011 15:34". Below this, "Create date" is listed as "10/24/2000". There are also links for "Internet Payment" and "Groups Attorney". A blue dialog box is overlaid on the page, titled "The page at https://ecf-test.mowb.circ8.dcn says:". The dialog contains a yellow warning icon and the text: "Filing agent Johnson, Susan has been created and will be added to your account after you submit your changes." Below the text is an "OK" button. In the background, under the heading "Filing agents", there is a sub-heading "Uncheck the box to remove a filing agent." followed by two entries: " [Hanson, Shelly](#) [, MO]" and " Johnson, Susan [Rodman and Associates LLC, 8534 North Jefferson Avenue, San Antonio, TX, 78233, 210-334-2225]". At the bottom, there is a search bar labeled "Find filing agent" with the text "Dodson" entered and a magnifying glass icon. Below the search bar are two buttons: "Return to Account screen" and "Clear".

How To Create A Filing Agent

- Click “Return to Account screen” to complete the changes to the attorney record

Login stul	Current login 11-17-2011 15:34
Registered Y	Create date 10/24/2000
Internet Payment	Update date 04/07/2011
Groups Attorney	Last login 10-21-2011 16:28


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

Filing agents

Uncheck the box to remove a filing agent.

[Hanson, Shelly](#) [, MO]

Johnson, Susan [Rodman and Associates LLC, 8534 North Jefferson Avenue, San Antonio, TX, 78233, 210-334-2225]

Find filing agent 

How To Create A Filing Agent

- Next, click “Submit”

Maintain User Account

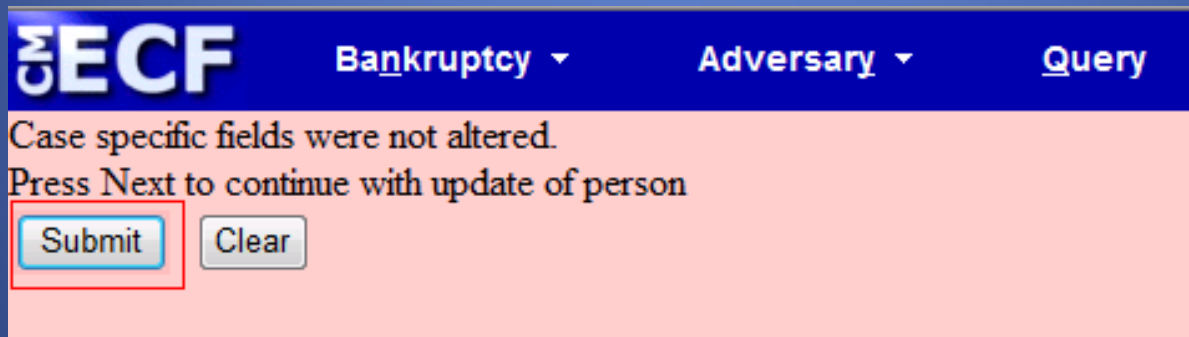
Last name	Drew	First name	Norman
Middle name	H.	Generation	
Title		Type aty	
Office	Rodman & Associates, LLC	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Address 1	8534 North Jefferson Avenue		
Address 2			
Address 3			
City	San Antonio	State	TX
		Zip	78233
Country		County	BEXAR-TX
Phone	210-334-2225	Fax	
SSN / ITIN		Tax ID / EIN	
Bar ID	TX44632	Bar status	Active
Initials		DOB	

Email information... More user information...

Submit Clear

How To Create A Filing Agent

- This screen represents the final step in the “save process” and ensures that the attorney person record has been updated.

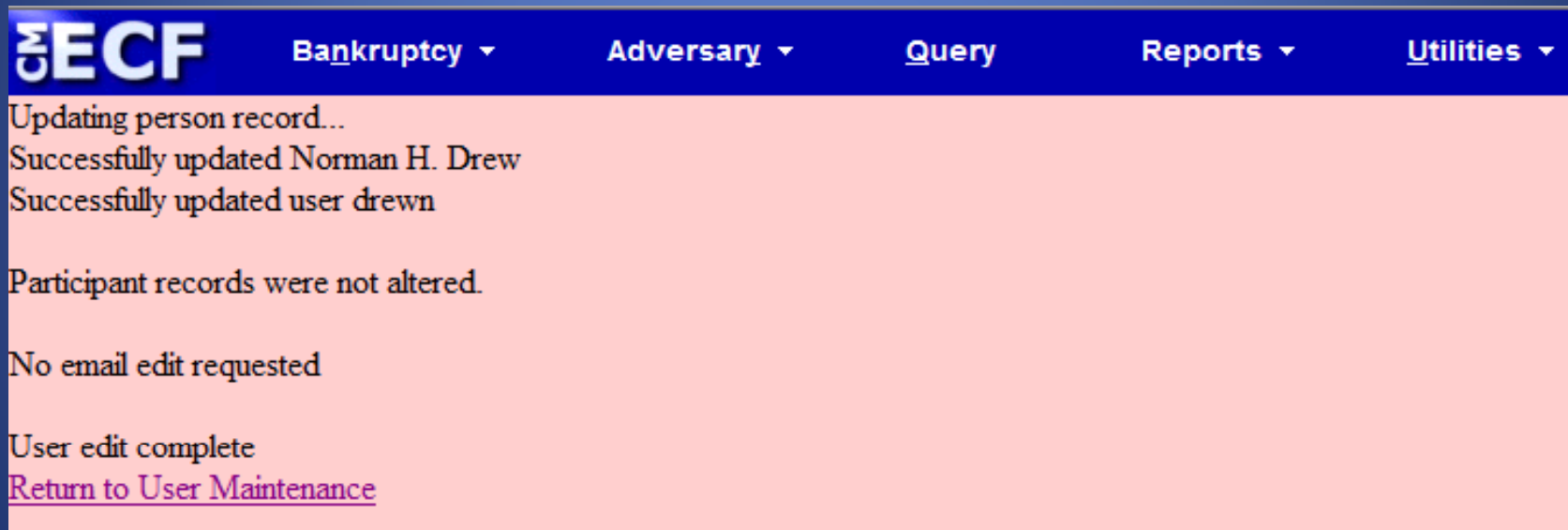


The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a dark blue header with the ECF logo on the left and three menu items: "Bankruptcy" with a dropdown arrow, "Adversary" with a dropdown arrow, and "Query". Below the header, a light pink message box contains the text: "Case specific fields were not altered." followed by "Press Next to continue with update of person". At the bottom of the message box, there are two buttons: "Submit" (highlighted with a red border) and "Clear".

- Click Submit.....

How To Create A Filing Agent

- You will receive a confirmation page that the update was successful



The screenshot shows the ECF (Electronic Case Filing) system interface. The top navigation bar includes the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, and Utilities. The main content area, which has a light pink background, displays the following text: "Updating person record...", "Successfully updated Norman H. Drew", "Successfully updated user drewn", "Participant records were not altered.", "No email edit requested", and "User edit complete". At the bottom of the content area, there is a purple link that says "Return to User Maintenance".

- Congratulations! You have now created a Filing Agent

How To Create A Filing Agent

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

(816-512-1800)