

# Filing Agents

- File on behalf of an attorney or trustee or the U.S. Trustee
- Have their own login and password
- May be linked to multiple attorneys or trustees.

# Filing Agents

- Attorneys, Trustees and the U.S. Trustee have access to create new filing agents
- Users may modify their own filing agent accounts via the “More User Information” screen on the “Maintain Your ECF Account” utility

# Filing Agents

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities

**Maintain User Account**

<b>Last name</b>	<input type="text" value="Parle"/>	<b>First name</b>	<input type="text" value="Cecelia"/>
<b>Middle name</b>	<input type="text" value="M."/>	<b>Generation</b>	<input type="text"/>
<b>Title</b>	<input type="text"/>	<b>Type aty</b>	
<b>Office</b>	<input type="text"/>		
<b>Address 1</b>	<input type="text" value="400 E. 9th Street"/>		
<b>Address 2</b>	<input type="text" value="Suite 1510"/>		
<b>Address 3</b>	<input type="text"/>		
<b>City</b>	<input type="text" value="Kansas City"/>	<b>State</b>	<input type="text" value="Mo"/>
		<b>Zip</b>	<input type="text" value="64110"/>
<b>Country</b>	<input type="text" value="USA"/>	<b>County</b>	<input type="text" value="JACKSON-MO (29095)"/>
<b>Phone</b>	<input type="text" value="(816) 512-1838"/>	<b>Fax</b>	<input type="text"/>
<b>SSN / ITIN</b>	<input type="text"/>	<b>Tax ID / EIN</b>	<input type="text"/>
<b>Bar ID</b>	083188	<b>Bar status</b>	
<b>Initials</b>	<input type="text"/>	<b>DOB</b>	
	<input type="text"/>	<b>Mail group</b>	
	<input type="text"/>	<b>AO code</b>	

# Filing Agents

- Attorneys and trustees can have multiple filing agents

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾

**More User Information for Cecelia M. Parle**

<b>Login</b> cecelia	<b>Current login</b> 04-10-2011 12:58
<b>Registered</b> Y	<b>Create date</b> 09/05/2003
<b>Internet Payment</b> N	<b>Update date</b> 03/14/2011
<b>Groups</b> Attorney	<b>Last login</b> 04-10-2011 12:04

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

**Filing agents**

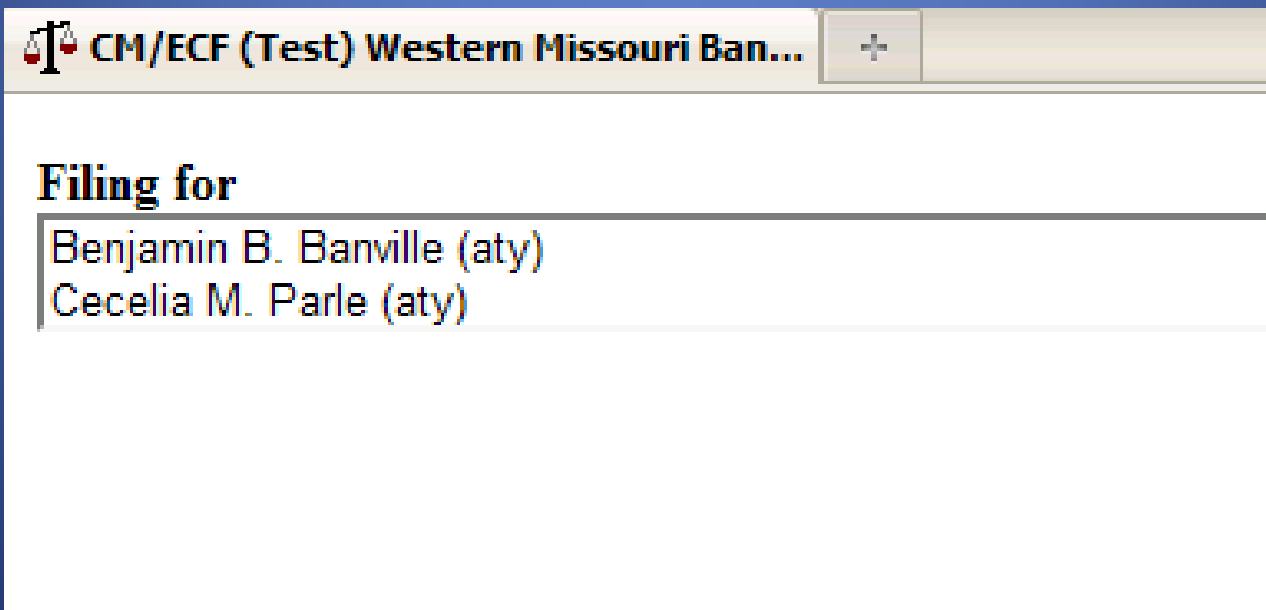
*Uncheck the box to remove a filing agent.*

- [Dewey, Cecelia](#) [400 E. 9th Street, Kansas City, MO 64110]
- [Dewey, Fiona](#) [400 E. 9th Street, Kansas City, MO 64110]

Find filing agent  

# Filing Agents

- Once the Filing Agent logs into ECF they will be prompted to select the attorney they are filing the document on behalf of:



The screenshot shows a web browser window with a title bar that reads "CM/ECF (Test) Western Missouri Ban...". Below the title bar, there is a section titled "Filing for" with a dropdown menu. The dropdown menu is open, showing two options: "Benjamin B. Banville (aty)" and "Cecelia M. Parle (aty)".

Filing for
Benjamin B. Banville (aty)
Cecelia M. Parle (aty)

# Filing Agents

- The Filing Agent has the ability to switch back and forth from attorney to attorney by selecting “Change User”

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

Filing for Benjamin B. Banville (aty)  Change user

**Bankruptcy Events**

<a href="#">Appeal</a>	<a href="#">Trustee's 341 Filings</a>
<a href="#">Batch Filings</a>	<a href="#">Judge/Trustee Assignment</a>
<a href="#">Claim Actions</a>	
<a href="#">Creditor Maintenance...</a>	<a href="#">Case Upload</a>
<a href="#">File Claims</a>	
<a href="#">Motions/Applications</a>	
<a href="#">Multi-Case Docketing</a>	
<a href="#">Notices</a>	
<a href="#">Objection/Response...</a>	
<a href="#">Open New Bankruptcy Case</a>	
<a href="#">Open New Involuntary Bankruptcy Case</a>	
<a href="#">Other</a>	
<a href="#">Plan</a>	
<a href="#">Trustee/US Trustee ...</a>	

# Filing Agents

- The Notice of Electronic filing (NEF) and docket text will only show the name of the attorney/trustee as the party filer
- Filing agents will not receive a NEF unless designated in the attorney or trustee's account as a secondary e-mail address

# Filing Agents

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

(816-512-1800)