



# NextGen / CM ECF

United States Bankruptcy Court / Northern 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.ganb.uscourts.gov](http://www.ganb.uscourts.gov), click on the **E-Filing (CM/ECF)** link, then click on the **Live Document Filing System** to access CM/ECF.



Welcome to the U.S. Bankruptcy Court for the Northern District of Georgia

[Live - Document Filing System](#)

2. Enter your **PACER Username and Password**.
3. Click **Login**.

Username *	<input type="text"/>
Password *	<input type="password"/>
Client Code	<input type="text"/>
	<input type="button" value="Login"/> <input type="button" value="Clear"/>

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

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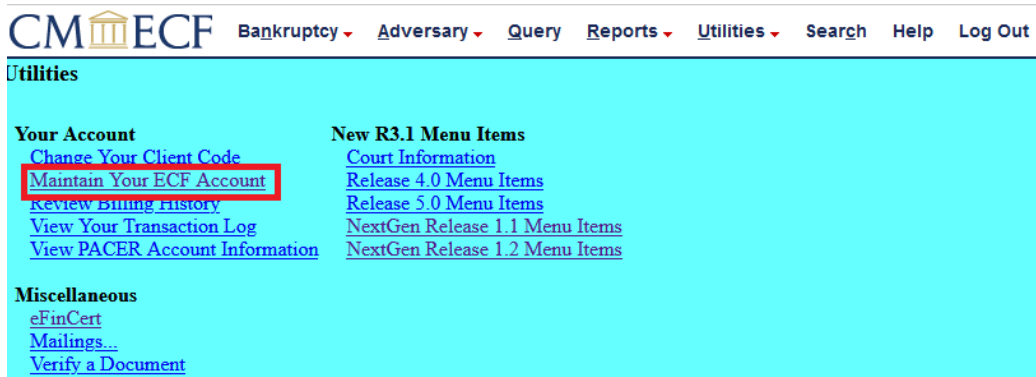
# NextGen / CM ECF

## United States Bankruptcy Court / Northern District of Georgia

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



- Click **Maintain Your ECF Account**.



- Click **More User Information**.

Last name	Doe	First name	Joe
Middle name		Generation	
Title		Type aty	
Office	Doe Law Office		
Address 1	5 Ayer St.		
Address 2			
Address 3			
City	Atlanta	State	GA
Country	USA	County	FULTON-GA (13121)
Phone	800-555-1234	Fax	
Alternate Phone		Text Phone	
Bar ID		Bar status	DOB 02/01/1969
Initials		Mail group	AO code
Person end date			
Email information...	More user information...		
Submit	Clear		



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- Under Filing Agents, enter the last name of a filing agent and click the magnifying glass.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**More User Information for Joe Doe**

[Update Account Information](#) **Last login** 06-04-2021 06:47

**Login** joedoe123 **Current login** 07-19-2021 08:50

**Person ID** 1912776 **Create date** 05/12/2021

**Person Authorization ID** 42 **Update date**

**Public User ID** 7043303 **User end date**

**Judiciary User ID**

**E-Filing Status** Active

**Internet Payment Y**

**Groups** Attorney

**Filing agents**

Find filing agent

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

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

**Add a Filing Agent**

	Name	Address
<b>Select</b>	Chase, Brad	Crane, Poole & Schmidt 500 Boylston Street Boston, MA 02116 555-555-5555



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

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**More User Information for Joe Doe**

[Update Account Information](#) Last login 07-19-2021 11:59

Login joedoe123 Current login 07-19-2021 15:56

Person ID 1912776 Create date 05/12/2021

Person Authorization ID 42 Update date

Public User ID 7043303 User end date

Judiciary User ID

E-Filing Status Active

Internet Payment Y

Groups Attorney

**Filing agents**

Chase, Brad [Crane, Poole & Schmidt, 500 Boylston Street, Boston, MA 02116, 555-555-5555]

Find filing agent

10. While this step is not required for filing, if you want your filing agent to be able to make filing fee payments on your behalf, you must enable payment permissions. Once you have added your filing agent, click on their hyperlinked name:

**Filing agents**

[Cobb, Filing Agent](#) [75 Ted Turner Drive SW, Atlanta, GA 30003, 555-555-5555]

You will see this pop-up:

**Update Filing Agent Permissions** [X]

**Filing Agent Cobb filing for Kelly Cobb**

Internet Payment N

Groups Attorney



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Use the drop-down to change Internet Payment from N to Y, and then Save to close the pop-up.

**Update Filing Agent Permissions**

Filing Agent Cobb filing for Kelly Cobb

Internet Payment Y ▾

Groups Attorney ▾

Save Clear

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

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

More User Information for Joe Doe

[Update Account Information](#) Last login 07-19-2021 11:59

Login joedoe123 Current login 07-19-2021 15:56

Person ID 1912776 Create date 05/12/2021

Person Authorization ID 42 Update date

Public User ID 7043303 User end date

Judiciary User ID

E-Filing Status Active

Internet Payment Y

Groups Attorney

Filing agents

Chase, Brad [Crane, Poole & Schmidt, 500 Boylston Street, Boston, MA 02116, 555-555-5555]

Find filing agent chase

Return to Account screen Clear

12. Then click **Submit**.



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CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Maintain User Account

Last name	Doe	First name	Joe
Middle name		Generation	
Title		Type aty	
Office	Doe Law Office		
Address 1	5 Ayer St.		
Address 2			
Address 3			
City	Atlanta	State	GA
Country	USA	County	FULTON-GA (13121)
Phone	800-555-1234	Fax	
Alternate Phone		Text Phone	
Bar ID		Bar status	
Initials		DOB	02/01/1969
Person end date		Mail group	AO code

Email information... More user information...

### 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 Help Log Out

More User Information for Mark Litterbox

[Update Account Information](#) Last login 07-09-2021 15:22

Login mlitterbox	Current login
Person ID 1912759	Create date 03/17/2021
Person Authorization ID 23	Update date 07/08/2021
Public User ID 7042399	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.

- Agent, Fiona Filing [Law Office, 123 Maple Street, Atlanta, GA 30303, 404-555-1111, Account ID: 7043243]
- Filing Agent, Joe [1340 US Courthouse, 75 Ted Turner Drive SW, Atlanta, GA 30303, 404-215-1049, Account ID: 7043549]

Find filing agent

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



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CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**More User Information for Mark Litterbox**

[Update Account Information](#) Last login 07-09-2021 15:22

Login mlitterbox Current login 07-19-2021 17:10  
Person ID 1912759 Create date 03/17/2021  
Person Authorization ID 23 Update date 07/08/2021  
Public User ID 7042399 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.

Agent, Fiona Filing [Law Office, 123 Maple Street, Atlanta, GA 30303, 404-555-1111, Account ID: 7043243]  
 Filing Agent, Joe [1340 US Courthouse, 75 Ted Turner Drive SW, Atlanta, GA 30303, 404-215-1049, Account ID: 7043549]

Find filing agent

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

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

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**More User Information for Mark Litterbox**

[Update Account Information](#) Last login 07-09-2021 15:22

Login mlitterbox Current login 07-19-2021 17:10  
Person ID 1912759 Create date 03/17/2021  
Person Authorization ID 23 Update date 07/08/2021  
Public User ID 7042399 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.

Agent, Fiona Filing [Law Office, 123 Maple Street, Atlanta, GA 30303, 404-555-1111, Account ID: 7043243]  
 Filing Agent, Joe [1340 US Courthouse, 75 Ted Turner Drive SW, Atlanta, GA 30303, 404-215-1049, Account ID: 7043549]

Find filing agent

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



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5. Then click **Submit**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Maintain User Account

Last name	Litterbox	First name	Mark
Middle name		Generation	
Title		Type aty	
Office	Litterbox and Slapier		
Address 1	1 Main Street		
Address 2			
Address 3			
City	Atlanta	State	GA
Country	USA	County	DE KALB-GA (13089)
Phone	555-555-4123	Fax	
Alternate Phone		Text Phone	
Bar ID	GA 99999	Bar status	
Initials		DOB	01/01/1970
Person end date		Mail group	
		AO code	

Email information... More user information...

**Submit** Clear

### 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**:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

More User Information for Mark Litterbox

[Update Account Information](#) Last login 07-09-2021 15:22

Login mlitterbox	Current login	07-19-2021 17:10
Person ID 1912759	Create date	03/17/2021
Person Authorization ID 23	Update date	07/19/2021
Public User ID 7042399	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.

Filing Agent, Joe [1340 US Courthouse, 75 Ted Turner Drive SW, Atlanta, GA 30303, 404-215-1049, Account ID: 7043549]

Find filing agent

**Agents previously removed from this account**

Return to Account screen Clear






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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
<input type="button" value="Select"/> Agent, Fiona Filing	Law Office 123 Maple Street Atlanta, GA 30303 404-555-1111

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