



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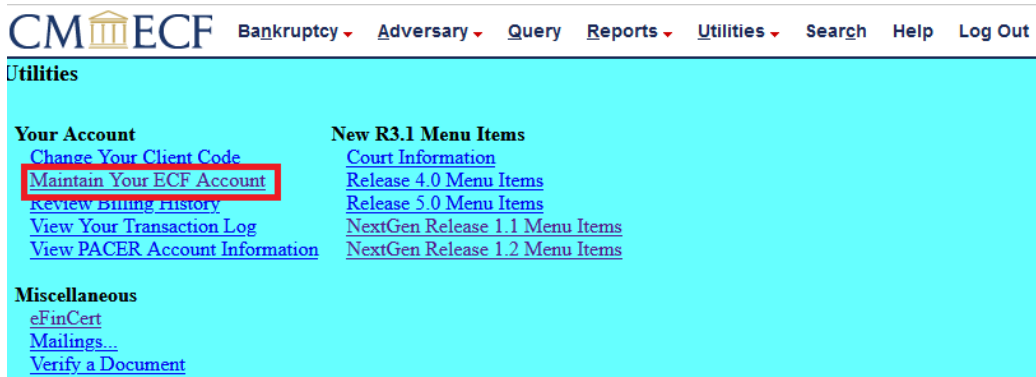
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- From the menu bar, click **Utilities**.



- Click **Maintain Your ECF Account**.



- Click **More User Information**.

Last name	Doe	First name	Joe
Middle name		Generation	
Title		Type atty	
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
Select	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**:

The screenshot shows the CM ECF user interface. At the top, there is a navigation bar with the CM ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar, the page title is "More User Information for Joe Doe". Underneath, there are links for "Update Account" and "Information". The user information is displayed in a light blue background and includes: 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, and Groups Attorney. Below this, the "Filing agents" section is highlighted in grey. It contains a single entry: "Chase, Brad [Crane, Poole & Schmidt, 500 Boylston Street, Boston, MA 02116, 555-555-5555]" with a checked checkbox. Below the list is a search box labeled "Find filing agent" with the text "chase" and a magnifying glass icon. At the bottom of the section are two buttons: "Return to Account screen" and "Clear".

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

This screenshot is identical to the previous one, showing the same user information and filing agent list. The key difference is that the "Return to Account screen" button at the bottom of the "Filing agents" section is now highlighted with a red rectangular box, indicating the step to save the agent.



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11. Then click **Submit**.

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...

Submit Clear

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

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

- 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



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 Slapser		
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.