

## MAINTAINING YOUR ACCOUNT

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their transactions.

Sign in to the ECF System using the login and password e-mailed to you by the Northern District of Texas District Clerk's Office.



Click *Utilities*.

Under the Utility menu, the three main components available to a user in Maintain Your Account are available as separate options:

- *Maintain Your Address*
- *Maintain Your E-mail, and*
- *Maintain Your Login/Password*

## MAINTAIN YOUR ADDRESS



Under **Your Account**, click the [Maintain Your Address](#) hyperlink to open your account information screen. (See Figure 1.) This screen displays all of the registration information that is contained within the ECF database for your account with the court. You may update your address using this screen.

**Maintain User Account**

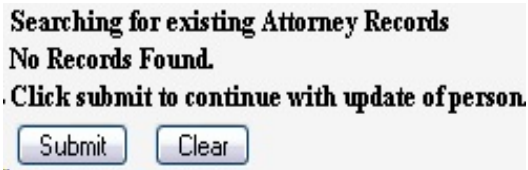
<b>Last name</b>	<input type="text" value="Storm"/>	<b>First name</b>	<input type="text" value="Winslow"/>
<b>Middle name</b>	<input type="text" value="A"/>	<b>Generation</b>	<input type="text"/>
<b>Gender</b>	<input type="text" value="Female"/> ▼	<b>ATY Type</b>	<input type="text" value="All"/> ▼
<b>Title</b>	<input type="text" value="Attorney at Law"/>		
<b>Bar number</b>	<input type="text" value="12345678"/>	<b>Type</b>	<input type="text" value="aty"/>
<b>Prisoner id</b>	<input type="text"/>	<input checked="" type="checkbox"/> Add Headers to PDF Documents	
<b>Office</b>	<input type="text" value="Law Office of Winslow A Storm"/>		
<b>Unit</b>	<input type="text"/>		
<b>Address 1</b>	<input type="text" value="210 Main St"/>		
<b>Address 2</b>	<input type="text" value="Third Floor"/>		
<b>Address 3</b>	<input type="text"/>		
<b>City</b>	<input type="text" value="Terrell"/>	<b>State</b>	<input type="text" value="TX"/>
		<b>Zip</b>	<input type="text" value="75160"/>
<b>Country</b>	<input type="text" value="US"/>	<b>County</b>	<input type="text"/> ▼
<b>Phone</b>	<input type="text" value="972/551-4567"/>	<b>Fax</b>	<input type="text"/>
<b>Initials</b>	<input type="text" value="DOB 09/04/1956"/>	<b>AO code</b>	<input type="text"/>
		<b>End date</b>	<input type="text"/>
<b>Civil ref style</b>	<input type="text"/> ▼	<b>Criminal ref style</b>	<input type="text"/> ▼
<b>Date sworn</b>	<input type="text"/>	<b>Status</b>	<input type="text"/> ▼

Figure 1: Registration information that is contained within the ECF database for your account with the court.

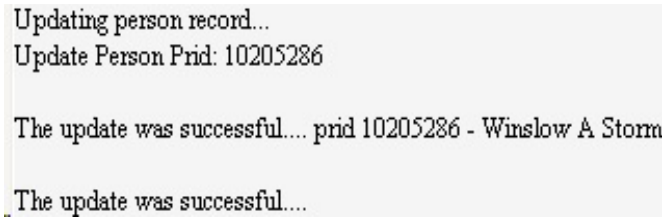
Delete your incorrect information and enter your new office, address and telephone/fax numbers. Punctuation, such as periods or commas, should not be used.

When you have entered all information, click the **[Submit]** button.

If you have had **NO CASES** in the NDTX, the following screen will appear:



Click [Submit].



Congratulations! Your update was successful.

Click **Utilities** to exit the **Maintain Your Address** screen.

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If you **HAVE HAD CASES** in the NDTX, this screen will appear:

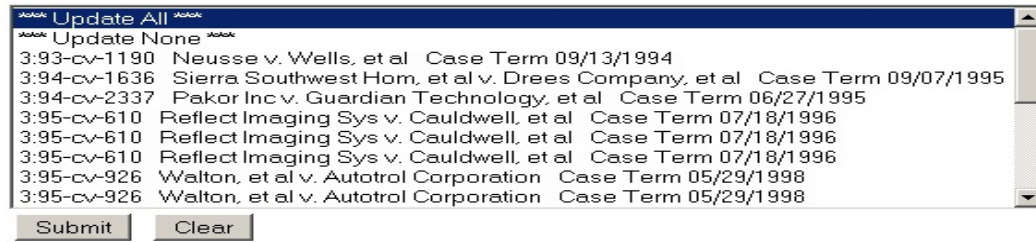


Searching for existing Attorney Records  
Select the cases to be updated

*CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.*

*If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the **\*\*\*Update None\*\*\*** option.*

*If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded **ONLY** in the accessible cases that you select or **ALL** cases if you choose the **\*\*\*Update All\*\*\*** option. If you select the **\*\*\*Update None\*\*\*** option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.*



It is recommended that you update the information for all cases. The default is set at **\*\*\* Update All \*\*\***.

If you would prefer, you may select the case you would like to update and your information will be modified on the case you select.

Click [**Submit**].



Updating person record...  
Update Person Prid: 10205286

The update was successful.... prid 10205286 - Winslow A Storm

The update was successful....

No e-mail edit requested.

No user update requested

-

*Congratulations!* Your update was successful.

Click *Utilities* to exit the **Maintain Your Address** screen.

## MAINTAIN YOUR E-MAIL



Under **Your Account**, click the **Maintain Your E-Mail** hyperlink. This will open a screen as depicted in Figure 1, below. ECF will e-mail **Notices of Electronic Filing** based upon the information entered in the Primary E-mail Address box.

**Note:** This address must be formatted to Internet protocol or an error will be generated. It may be prudent to establish an E-mail account for CM/ECF activity separate from your routine E-mail correspondence.

The image shows a screenshot of the ECF website's 'Email Information for Winslow A Storm' screen. At the top, there is a blue header with the ECF logo and navigation links: 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the header, the title 'Email Information for Winslow A Storm' is displayed. The main content area contains a table with columns: 'Primary E-mail Address', 'Format', 'Delivery Method', 'Active', 'In All My Cases', and 'Additional Options'. There are two rows of data, one for the primary address and one for a secondary address. At the bottom, there are buttons for 'Add Additional E-mail Address', 'Submit', and 'Clear'.

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
winstorm@sbcglobal.net	HTML	Individual NEF	Yes	Yes	Hide Options
windy.storm@yahoo.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options

Buttons: Add Additional E-mail Address, Submit, Clear

Figure 1: Notices of Electronic Filing are e-mailed to parties based upon the information entered in this screen.

Additional drop-down menus are provided on the E-mail Information screen:

- Format – Indicates how you would like to receive e-mail notification from the court. This selection will be determined by your type of e-mail account.
- ✓ HTML – Selecting the HTML format option will include hyperlinks to the document associated with that entry.

- ✓ Text – Selecting the Text format option will include the URL of the PDF document which can be copied and pasted into the location bar of your browser. This option should only be chosen if you use cc:Mail, GroupWise, or other similar e-mail service.
- Delivery Method – Available options are:
  - ✓ Individual NEF – Selecting this option allows you to receive E-mail notices to the account(s) specified in the Primary E-mail Address box when activity occurs throughout the day. The title of the E-mail will describe the type of filing and the case number.
  - ✓ Summary NEF – Selecting this option allows you to receive a daily summary of one day’s activity in the cases to which you are a party. The Summary NEF includes the case numbers and titles of all cases in which activity occurred for that day. The text of the Summary E-mail notification will display the docket event and the document number (including the hyperlink).
- Active – Modified by Court Users ONLY. Indicates you are an active ECF filer.
- In All My Cases – Modified by Court Users ONLY. Indicates all options selected are for all cases to which you are a party.
- Additional Options – Provides additional options to set for your account. Available selections are:
  - ✓ Hide Options – No additional options chosen.
  - ✓ Additional Cases – Selecting this option allows you to specify additional cases for which you wish to receive e-mail notification. When Additional Cases is selected from this drop-down menu, an additional drop-down menu appears that allows you to (1) see the additional cases already selected for your account, (2) add additional cases to your account, or (3) remove additional cases from your account.

To add cases to the list, select Add from the drop-down list provided. Enter the case number in the box provided, and then click Add to List. The case appears in the box below “Additional Cases to Receive NEFs.” You have the option of adding more than one case to your account, as depicted in Figure 2 at the top of the next page.

Figure 2: Additional cases for which you wish to receive e-mail notification of docket activity can be added to your account on this screen.

- ✓ Delivery Method Exceptions - Selecting this option allows you to specify certain cases in which you would like to receive a daily summary of activity. When selected, an additional drop-down list appears in which you can (1) see the cases you have already selected, (2) add additional cases to your exceptions, or (3) remove additional cases from your exceptions. Note: You are only able to receive notification on those cases you added as additional cases.

- Additional E-Mail Address

To enter additional e-mail address(es) of individuals you want ECF to notify regarding docket activity, perform the following steps:

Click [**Add Additional E-mail Address**], as depicted in Figure 3.1 below, and the following additional options appear for a secondary e-mail address.

Figure 3.1. Options for adding secondary e-mail addresses. You are able to add up to 10 additional e-mail addresses

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
winstorm@sbcglobal.net	HTML	Individual NEF	Yes	Yes	Hide Options
windy.storm@yahoo.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hide Options

Buttons: Add Additional E-mail Address, Submit, Clear

Figure 3-2: Secondary e-mail addressed can be specified to receive notice of docket activity. .

Enter the e-mail address(es) of those individuals you wish ECF to notify concerning docket activity, as depicted in Figure 3-2. Note that the same options for the Primary E-mail Address are also available for the Secondary E-mail Address.

After updating your account information, click the **[Submit]** button.

Updating person record...  
 Update Person Prid: 10205286

The update was successful.... prid 10205286 - Winslow A Storm

The update was successful....

E-mail configuration:  
 Primary e-mail address: winstorm@sbcglobal.net  
 This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.  
 Secondary e-mail address: windy.storm@yahoo.com  
 This e-mail address is currently **active**, and normally receives **individual NEFs** in **HTML** format for **all of your active cases**.

Click *Utilities* to exit the **Maintain Your E-Mail** screen.



## MAINTAIN YOUR LOGIN/PASSWORD



Under **Your Account**, click **Maintain Your Login/Password**. This will open a new screen, as depicted in Figure 1.

A screenshot of the ECF website's user information page. The header is blue with the ECF logo and navigation tabs for 'Civil', 'Criminal', and 'Query'. The main content area is titled 'More User Information for Winslow A Storm'. It displays user details in two columns. The left column includes 'Login' (storm0007), 'Password' (masked with asterisks), 'Prid' (10205286), 'Registered' status, 'Internet Credit Card N', and 'Groups' (Attorney). The right column includes 'Last login' (01-25-2007 15:29), 'Current login' (01-25-2007 15:29), 'Create date' (12/06/2006), and 'Update date' (12/06/2006). At the bottom are 'Submit' and 'Clear' buttons.

Figure 1: This screen displays user login information and provides the means to change your ECF password.

Notice that ECF displays a string of asterisks in the “Password” field. You can and should regularly change your password. The password is case sensitive and must contain no more than eight characters.

**ECF** Civil • Criminal • Query

**More User Information for Winslow A Storm**

**Login** storm0007 **Last login** 01-25-2007 15:35

**Password** windyday **Current login** 01-25-2007 15:35

**Prid** 10205286 **Create date** 12/06/2006

**Registered** **Update date** 12/06/2006

**Internet Credit Card** N

**Groups** Attorney

Figure 2: This screen displays the actual characters of your new password.

To change your ECF password, place your cursor in the “**Password**” field and delete the asterisks. Then, type in your new password. ECF displays the actual characters of your new password as you type. (See Figure 2, above). After changing your password, click the **[Submit]** button.

**ECF** Civil • Criminal

Updating person record...  
Update Person Prid: 10205286

The update was successful.... prid 10205286 - Winslow A Storm

Updating user record  
The user update was successful

The update was successful....

User edit complete

Figure 3: The confirmation screen accepting the update.

After you have submitted your new password, a confirmation screen (Figure 3) will be displayed indicating the update status. You may begin using the new password during your next ECF session.

Click *Utilities* to exit the **Maintain Your Login/Password** screen.