

United States Bankruptcy Court Northern District of Mississippi

HOW TO REMOVE A FILING AGENT FROM YOUR ECF ACCOUNT

1. Login to CM/ECF. From the *Utilities* tab select the *Maintain Your ECF Account* link. Click *More User Information* as shown at the bottom of the screen below.

ECF Bankruptcy Adversary Query Reports Utilities Search

Maintain User Account

Last name: Clay First name: Che
Middle name: Generation:
Title: Type aty:
Office: ☒ Add Headers to PDF Documents
Address 1: P. O. Box 2
Address 2:
Address 3:
City: Aberdeen State: MS Zip: 39730
Country: County:
Phone: Fax:
SSN/TIN: 999-99-9999 Tax Id/EIN: 12-1234567
Bar ID: 123456 Bar status: Mail group:
Initials: DOB: AO code: Person end date:
Email information... More user information...
Submit Clear

2. Any existing Filing Agent(s) should appear on the next screen. Simply uncheck the box next to the name of the Filing Agent you wish to remove from your account.

ECF Bankruptcy Adversary Query Reports

More User Information for Che Clay

Login clayc Current login 03-27-2018 08:39
Registered Y Create date 03/27/2018
Internet Payment N Update date 03/27/2018
Groups Attorney Last login -
[See the Utilities menu for the "Change Your Password" option]

Filing agents
Uncheck the box to remove a filing agent.
☒ Tiger, Tony The [Che Clay, Attorney, P. O. Box 1, Aberdeen, MS 39730, 662-1234-5678]
Find filing agent:
Return to Account screen Clear

3. Click *Return to Account Screen*. The Maintain User Account screen will appear. Click *More User Information*. If the box next to the Filing Agent's name is unchecked you have successfully removed the filing agent. Should you encounter an issue, please call the Clerk's office for assistance.