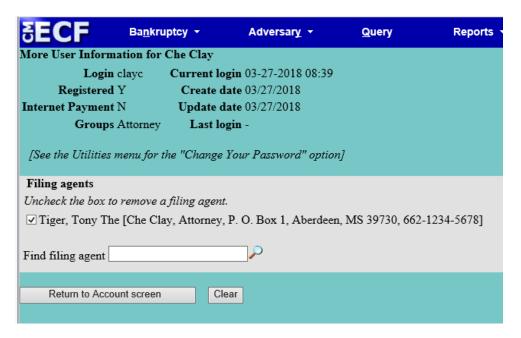
## **United States Bankruptcy Court Northern District of Mississippi**

## **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.

<b>SECF</b>	Ba <u>n</u> kruptcy ▼	Adversary ▼	<u>Q</u> uery	Reports 🕶	<u>U</u> tilities ▼ <u>S</u> earch
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Email information	n More user in	formation			
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.



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.