A Filing Agent is an individual that is authorized to docket filings on behalf of a Registered User who is an **attorney**, **trustee**, or **United States Trustee** ("ECF User"). Only the ECF User can add or remove a Filing Agent from his or her ECF account.

### Add a Filing Agent to Your ECF Account

1. Login CM/ECF. From the *Utilities* menu select *Your Account > Maintain Your ECF Account*.

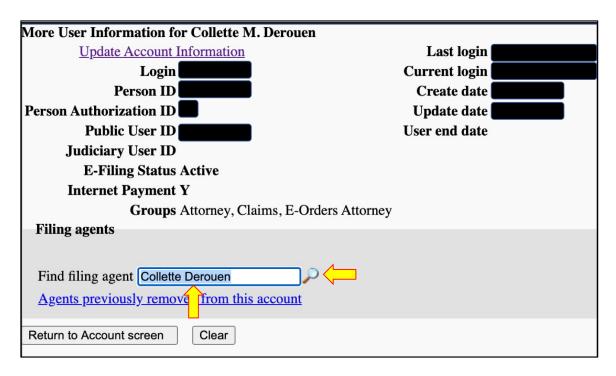


2. Click the *More user information...* button.

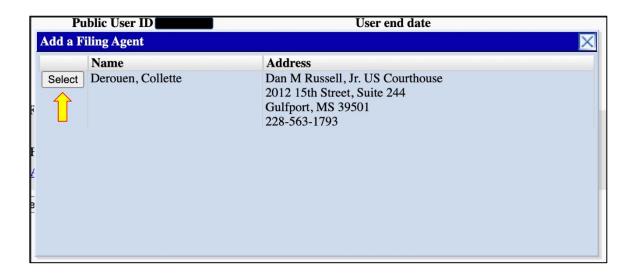


## How to Add a Filing Agent to Your CM/ECF Account

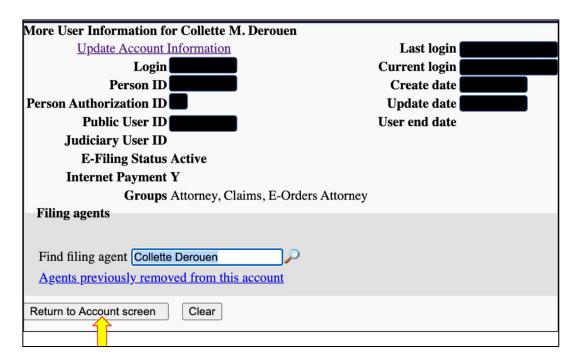
3. On the bottom of the *More user information...* screen, in the *Find filing agent* search field, enter the name of the Filing Agent and click the search icon.



4. The Filing Agent's information appears on the screen. Click **Select** next to the Filing Agent's name.



5. On the next screen (Maintain User Account), click Return to Account screen.



6. Click Submit to save the changes.



# How to Add a Filing Agent to Your CM/ECF Account

#### 7. Confirmation Screen

## **Maintain User Accounts**

Updating person record...
Successfully updated Collette M. Derouen
Successfully updated user cmderouen

Participant records were not altered.

No email edit requested

User edit complete

Return to User Maintenance