

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

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**.

The screenshot shows the CM/ECF website interface. At the top, there is a navigation bar with the following items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, ECF-Guide, Help, and Log Out. A yellow arrow points to the 'Utilities' menu item. Below the navigation bar, there is a large gold seal of the United States Bankruptcy Court for the District of Mississippi. Underneath the seal, the 'Utilities' menu is expanded, showing several categories: 'Your Account' (with links for Internet Payments Due, Internet Payment History, Maintain Your ECF Account, View Your Transaction Log, and Your PACER Account...), 'Reports / Information' (with links for Court Information, Judgment Index, Links to Other Courts, Mailings..., and Pacer Case Locator (National Index)), 'e-Orders' (with links for Judgment Book and Order Query), 'Editing' (with a link for Verify a Document), and 'System Administration' (with a link for Check PDF Document). A yellow arrow points to the 'Maintain Your ECF Account' link. At the bottom of the page, there is a footer with the text 'Last login: 08-22-2020 10:50' and '22October2018'.

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

The screenshot shows the 'Maintain User Account' form. At the top right, there is a link 'Edit my name and address information'. The form contains several input fields for user information: Last name (Derouen), Middle name (M.), Title, Office, Address 1, Address 2, Address 3, City, Country (USA), Phone, Alternate Phone, Bar ID, Initials, Person end date, First name (Collette), Generation, Type aty, State (MS), County (HARRISON-MS (28047)), Fax, Text Phone, Bar status, DOB, Zip (39565), and Mail group (AO code). At the bottom left, there are two buttons: 'Email information...' and 'More user information...'. A yellow arrow points to the 'Submit' button.

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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. 


More User Information for Collette M. Derouen

[Update Account Information](#)

Login [REDACTED] Last login [REDACTED]
Current login [REDACTED]
Person ID [REDACTED] Create date [REDACTED]
Person Authorization ID [REDACTED] Update date [REDACTED]
Public User ID [REDACTED] User end date [REDACTED]
Judiciary User ID [REDACTED]
E-Filing Status Active
Internet Payment Y
Groups Attorney, Claims, E-Orders Attorney


Filing agents


Find filing agent  

[Agents previously removed from this account](#) 

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

Public User ID [REDACTED] User end date [REDACTED]

Add a Filing Agent 

	Name	Address
<input type="button" value="Select"/> 	Derouen, Collette	Dan M Russell, Jr. US Courthouse 2012 15th Street, Suite 244 Gulfport, MS 39501 228-563-1793

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


More User Information for Collette M. Derouen

[Update Account Information](#)


Login [REDACTED]	Last login [REDACTED]
Person ID [REDACTED]	Current login [REDACTED]
Person Authorization ID [REDACTED]	Create date [REDACTED]
Public User ID [REDACTED]	Update date [REDACTED]
Judiciary User ID [REDACTED]	User end date [REDACTED]

E-Filing Status Active
Internet Payment Y
Groups Attorney, Claims, E-Orders Attorney

Filing agents

Find filing agent 

[Agents previously removed from this account](#)



- Click **Submit** to save the changes.

Maintain User Account

[Edit my name and address information](#)

Last name <input type="text" value="Derouen"/>	First name <input type="text" value="Collette"/>
Middle name <input type="text" value="M."/>	Generation <input type="text"/>
Title <input type="text"/>	Type aty <input type="text"/>
Office <input type="text"/>	
Address 1 [REDACTED]	
Address 2 <input type="text"/>	
Address 3 <input type="text"/>	
City [REDACTED]	State <input type="text" value="MS"/>
Country <input type="text" value="USA"/>	County <input type="text" value="HARRISON-MS (28047)"/>
Phone [REDACTED]	Fax <input type="text"/>
Alternate Phone [REDACTED]	Text Phone <input type="text"/>
Bar ID <input type="text"/>	Bar status <input type="text"/>
Initials <input type="text"/>	DOB <input type="text"/>
Person end date <input type="text"/>	Mail group <input type="text"/>
	AO code <input type="text"/>



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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](#)