

How to Remove a Filing Agent from 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.

Remove a Filing Agent from 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 displayed with several categories and links:

- Your Account**
 - Internet Payments Due
 - Internet Payment History
 - Maintain Your ECF Account
 - View Your Transaction Log
 - Your PACER Account...
- Reports / Information**
 - Court Information
 - Judgment Index
 - Links to Other Courts
 - Mailings...
 - Pacer Case Locator (National Index)
- e-Orders**
 - Judgment Book
 - Order Query
- NextGen Release 1.1 Menu Items**
- NextGen Release 1.2 Menu Items**
- Editing**
 - Verify a Document
- System Administration**
 - Check PDF Document
- [Information about viewing PDF files](#)

At the bottom left of the page, there is a 'Last login:' timestamp: 08-22-2020 10:50 and the date 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 the following fields:

- Last name: Derouen
- Middle name: M.
- Title: [Empty]
- Office: [Empty]
- Address 1: [Redacted]
- Address 2: [Empty]
- Address 3: [Empty]
- City: [Redacted]
- Country: USA
- Phone: [Redacted]
- Alternate Phone: [Redacted]
- Bar ID: [Empty]
- Initials: [Empty]
- Person end date: [Empty]
- First name: Collette
- Generation: [Empty]
- Type aty: [Empty]
- State: MS
- County: HARRISON-MS (28047)
- Fax: [Empty]
- Text Phone: [Empty]
- Bar status: [Empty]
- DOB: [Empty]
- Zip: 39565
- Mail group: [Empty]
- AO code: [Empty]

At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. A yellow arrow points to the 'More user information...' button. Below these buttons are 'Submit' and 'Clear' buttons.

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3. On the bottom of the **More user information...** screen, uncheck the box next to the name of the Filing Agent you wish to remove, and 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

Uncheck the box to remove a filing agent.

Derouen, Collette [Dan M Russell, Jr. US Courthouse, 2012 15th Street, Suite 244, Gulfport, MS 39501, 228-563-1793, Account ID: [REDACTED]]

Find filing agent

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

Maintain User Account

[Edit my name and address information](#)

Last name Derouen First name Collette
Middle name M. Generation [REDACTED]
Title [REDACTED] Type aty [REDACTED]
Office [REDACTED]
Address 1 [REDACTED]
Address 2 [REDACTED]
Address 3 [REDACTED]
City [REDACTED] State MS Zip 39565
Country USA County HARRISON-MS (28047)
Phone [REDACTED] Fax [REDACTED]
Alternate Phone [REDACTED] Text Phone [REDACTED]
Bar ID [REDACTED] Bar status [REDACTED] Mail group [REDACTED]
Initials [REDACTED] DOB [REDACTED] AO code [REDACTED]
Person end date [REDACTED]

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5. Confirmation Screen

Maintain User Accounts

Updating person record...

Successfully updated Collette M. Derouen

Successfully updated user cmdrouen

Participant records were not altered.

No email edit requested

User edit complete

[Return to User Maintenance](#)