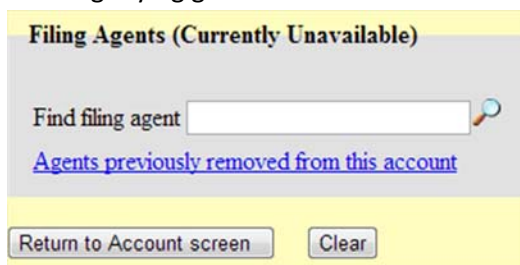


HOW TO ADD A FILING AGENT FOR AN ECF ACCOUNT

A new feature in ECF allows each staff member to have their own ECF login associated with a master ECF account. The Filing Agent would have the same filing permissions as the master account. When a document is filed by a Filing Agent, the docket text and all associated information would reflect that the entry was made by the master account holder. All information about who exactly filed the document is logged and available through a transaction report. If you have any questions or need additional information, please contact the ECF Help Desk at 501-918-5590.

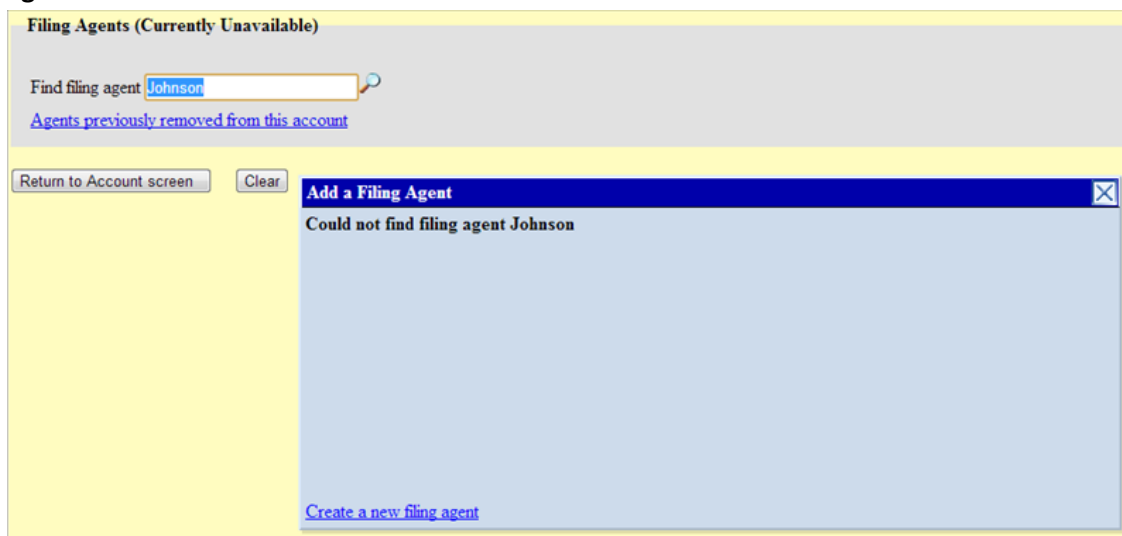
By authorizing a Filing Agent you agree to accept full responsibility for any and all actions taken by Filing Agent in the CM/ECF system, including all cases, documents and/or pleadings filed by your Filing Agent.

1. Log into ECF using the attorney or trustee account this agent will be filing for.
2. Click **Utilities > Maintain Your ECF Account**.
3. At the bottom of the screen, click **More user information**
4. In the **Find filing agent** box, enter the last name of the person you wish to add and then click on the magnifying glass to search.



The screenshot shows a search interface titled "Filing Agents (Currently Unavailable)". It features a search box labeled "Find filing agent" with a magnifying glass icon to its right. Below the search box is a blue link that reads "Agents previously removed from this account". At the bottom of the interface are two buttons: "Return to Account screen" and "Clear".

5. If the agent is already in the system, you can click **Select**. Otherwise, click **Create a new filing agent** at the bottom of the blue window.



This screenshot shows the same search interface as above, but with the search box containing the name "Johnson". A blue dialog box titled "Add a Filing Agent" is open in the foreground. The dialog box contains the text "Could not find filing agent Johnson" and a blue link at the bottom that reads "Create a new filing agent". The background interface remains visible behind the dialog box.

6. Fill in the highlighted fields and click **Submit**.

Filing Agent Information

Login

Password
[minimum 8; upper- & lower-case letters; include digit or special character]

Last name First name

Middle name Generation

Title

Office

Address 1

Address 2


Address 3

City State Zip

Country County

Phone Fax


SSN / ITIN DOB



7. Click **OK** at the message indicating that the agent has been created.

Filing Agents (Currently Unavailable)


Johnson, Karen [Smith Law Firm, 122 Motor Lane, Little Rock, AR]

Find filing agent 

[Agents previously removed from this account](#)

The page at https://ecf.areb.uscourts.gov says:


Filing agent Johnson, Karen has been created and will be added to your account after you submit your changes.




8. To complete the addition, click on the following:

Filing Agents (Currently Unavailable)

Johnson, Karen [Smith Law Firm, 122 Motor Lane, Little Rock, AR]

Find filing agent 

[Agents previously removed from this account](#)



City	<input type="text" value="Little Rock"/>	State	<input type="text" value="AR"/>	Zip	<input type="text" value="72201"/>
Country	<input type="text"/>	County	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>		
SSN / ITIN	<input type="text"/>	Tax ID / EIN	<input type="text"/>		
Bar ID	<input type="text"/>	Bar status	<input type="text"/>	Mail group	<input type="text"/>
Initials	<input type="text"/>	DOB	<input type="text"/>	AO code	<input type="text"/>
<input type="button" value="Email information..."/>		<input type="button" value="More user information..."/>			
<input type="button" value="Submit"/>		<input type="button" value="Clear"/>			



Case specific fields were not altered.
Press Next to continue with update of person

<input type="button" value="Submit"/>	<input type="button" value="Clear"/>
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9. By default, a Filing Agent can NOT make credit card payments. If you would like to allow this agent to make credit card payments on your behalf, click on **Return to User Maintenance > More user information >** Click on the Agents name:

Filing Agents (Currently Unavailable)

Uncheck the box to remove a filing agent.

[Johnson, Karen](#) [Smith Law Firm, 122 Motor Lane, Little Rock, AR]

Find filing agent

[Agents previously removed from this account](#)



Last name	<input type="text" value="Johnson"/>	First name	<input type="text" value="Karen"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>		
Office	<input type="text" value="Smith Law Firm"/>		
Address 1	<input type="text" value="122 Motor Lane"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Little Rock"/>	State	<input type="text" value="AR"/>
Country	<input type="text"/>	Zip	<input type="text"/>
		County	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
SSN / ITIN	<input type="text"/>	DOB	<input type="text"/>
<input type="button" value="Update permissions"/>			
<input type="button" value="Submit"/>		<input type="button" value="Clear"/> <input type="button" value="Cancel"/>	



Filing Agent Permissions: Karen Johnson filing for K

Internet Payment

Groups Attorney



City State Zip

Country County

Phone Fax

SSN / ITIN DOB



Filing Agents (Currently Unavailable)

Uncheck the box to remove a filing agent.

[Johnson, Karen](#) [Smith Law Firm, 122 Motor Lane, Little Rock, AR]

Find filing agent

[Agents previously removed from this account](#)

The page at https://ecf.areb.uscourts.gov says:

Updated filing agent Karen Johnson filing for Karen Aty Waldroff.

Karen Johnson has access to group Attorney and may pay filing fees electronically.

#1



City State Zip

Country County

Phone Fax

SSN / ITIN Tax ID / EIN

Bar ID Bar status Mail group

Initials DOB AO code Person end date



Case specific fields were not altered.
 Press Next to continue with update of person



- If you wish to remove an agent, go back into **Utilities > Maintain Your ECF Account > More user information** and simply uncheck the box below:

Filing Agents (Currently Unavailable)

Uncheck the box to remove a filing agent.

[Johnson, Karen](#) [Smith Law Firm, 122 Motor Lane, Little Rock, AR]

Find filing agent

[Agents previously removed from this account](#)

#1 - UNCHECK BOX



City	Little Rock	State	AR	Zip	72201
Country		County			
Phone		Fax			
SSN / ITIN		Tax ID / EIN			
Bar ID		Bar status		Mail group	
Initials		DOB		AO code	Person end date
Email information...		More user information...			
<input type="button" value="Submit"/>	<input type="button" value="Clear"/>				



Case specific fields were not altered.
Press Next to continue with update of person



11. Since Filing Agents can be associated with multiple filers, ECF does not allow Filing Agents to associate a default PACER login with these accounts. The PACER login would need to be entered when querying or running reports.
12. All Agent activity can be viewed under **Utilities > View Your Transaction Log**