



FILING AGENTS

- Filing Agent User Type. Attorneys and trustees may delegate electronic filing authority to members of their staff such as paralegals and secretaries while retaining the ultimate responsibility for the documents being filed. Some filers have two or more individuals who may use the filer's login and password and have requested multiple logins. To address this situation, CM/ECF 4.1 provides for "Filing Agents" who have unique logins and passwords but who are acting on behalf of an attorney. The attorney's name appears as the filer in the docket entry – not the name of the filing agent - and the attorney remains responsible for whatever is filed.
- Creating a Filing Agent. Attorneys and trustees may request creation of one or more filing agents by submitting a **CM/ECF Registration Form – Filing Agent for Attorney/Trustee** [hib_5005-4bF]. Both the attorney or trustee and each filing agent must sign the form, which documents the agency relationship. Upon approval, the court will set up filing agent accounts and transmit the logins and passwords to the attorney or trustee.
- Filing Agent for Multiple Attorneys. If a filing agent is authorized to file documents for more than one attorney in a law office, the filing agent is presented with a selection screen after logging in. The screen shows all the attorneys who are associated with the filing agent.

Filing for

Abel Attorney (aty)
Lex Lawyer (aty)
I. M. Lawyer1 (aty)
I. M. Lawyer2 (aty)
Zlawyer5 (aty)

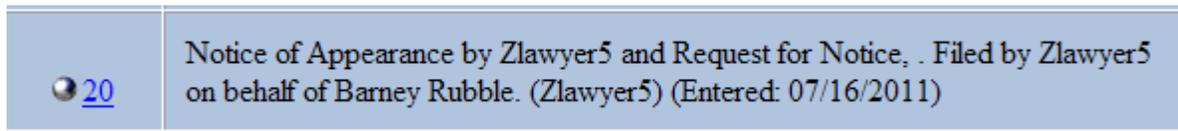
After selecting from the list, the next screen identifies the attorney who will be filing the document.



The filing agent may change the selection by clicking on “Change User” and the selection screen will appear again. In the example shown, the filing agent has changed the filer from Lex Lawyer and has selected Zlawyer5:



After filing a notice of appearance, the docket entry shows the name of the filing attorney as Zlawyer5:



- Transaction Log. If an attorney wishes to check on which documents a filing agent has filed or wants to check on which of his or her filing agents made a particular entry, this information is available using “View Your Transaction Log” on the menu under Utilities ... Your Account.



The attorney may select a filing agent on the “View Your Transaction Log” screen to see what a filing agent has filed.

View Transaction Log

Entered between 1/1/1996 and 7/16/2011

User
Zlawyer5
FilingAgent, Z

(D) indicates a deactivated filing agent

Sort by Date and time

Submit Clear

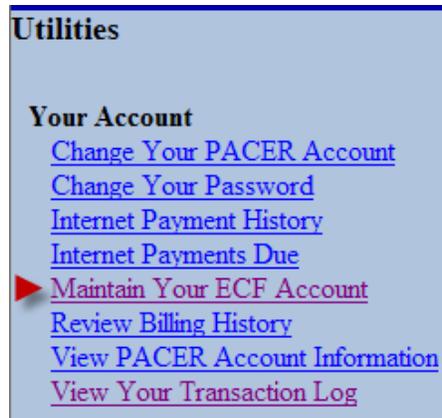
After selecting the filing agent and filtering by date, the transaction log reports all the filings made by that filing agent in the selected date range.

Transaction Log			
Report Period 01/01/1996 - 07/16/2011			
Id	Date	Case Number	Text
57383	07/16/2011 12:07:16	11-00046	Notice of Appearance by Zlawyer5 and Request for Notice, . Filed by Zlawyer5 on behalf of Barney Rubble. (Zlawyer5)

Total Number of Transactions: 1

- **Notices of Electronic Filing.** When a docket entry is made, notice of the filing is transmitted to the attorney’s designated email address(es). Notice is not sent separately to the filing agent although the filing agent may receive a notice if the agent’s email address is listed as a secondary address for the attorney.
- **Deactivating a Filing Agent.** Although the court must create a filing agent account, an attorney or trustee is able to deactivate a filing agent’s account. The account should be deactivated as soon as practicable after the filing agent is no longer authorized to file on behalf of the attorney or trustee in order to prevent any unauthorized filings. An attorney or trustee remains responsible for anything filed by a filing agent until the account is deactivated.

A filing agent account may be deactivated by selecting “Maintain User Account” under the menu for Utilities ... Your Account.



After the attorney account is selected, click on “More user information” on the bottom right of the screen.

The image shows a screenshot of the 'Maintain User Account' form. The form contains several input fields and labels: 'Last name' (Zlawyer5), 'First name' (partially visible), 'Middle name', 'Title', 'Office' (Law Office), 'Address 1' (1 Fort Street), 'Address 2', 'Address 3', 'City' (Honolulu), 'Country', 'Phone', 'SSN / ITIN', 'Tax ID', 'Bar ID' (888888), and 'Bar' (partially visible). At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'. The 'More user information...' button is highlighted with a red arrow. Below these buttons are 'Submit' and 'Clear' buttons.

The next screen shows the filing agents associated with the attorney. An active filing agent is shown with a check in the box next to the filing agent's name. To deactivate the account, uncheck the box and click on "Return to Account screen".

More User Information for Zlawyer5

Login Zlawyer5 **Current login** 07-16-2011 13:35
Registered Y **Create date** 06/12/2011
Internet Payment Y **Update date** 06/12/2011
Groups Attorney **Last login** 07-16-2011 12:11

[See the Utilities menu for the "Change Your Password" option]

Filing agents
Uncheck the box to remove a filing agent.

FilingAgent, Z [1 Fort Street, Honolulu, HI 96813]

Find filing agent

After returning to the main account screen with the attorney's name and address information, make sure to click on "Submit" on the bottom left of the screen.

Another screen will appear with a "Submit" button. Click on this second screen "Submit" button to complete the deactivation.

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