

IN THE UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF PUERTO RICO José V. Toledo Post Office & Courthouse Federal Building 300 Recinto Sur St, Suite 109 San Juan, Puerto Rico 00901

## Notice to the Bar and the Public

## In Re: On-line Attorney Password Reset for CM/ECF

We are very pleased to announce our on-line service for CM/ECF Attorney Password Reset.

Attached are the easy to follow step by step procedures. For any additional assistance

concerning this matter you may contact our Help Desk Services at 787-977-6115 or Systems

Department at: 787-977-6080.

In San Juan, Puerto Rico, this 29th day of April, 2010.

Celestino Matta-Méndez, Esq. Clerk of the Court

By: Wilma Jaime, Chief Deputy Clerk

10-08

## Steps to attorney password reset:

1- Click on the hyperlink, named here.

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CM/ECF Filer or PACER Login	
Notice	
This is a Restricted Web Site for Official Court Business only. Unauthor	ntry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
Instructions for viewing filed documents and c	information.
If you do not need filing capabilities, enter your PACER login and passwo	tog do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov_
Instructions for filing:	
Enter your CM/ECF filer login and password if you are electronically film	thing with the court
Instructions for Personal Person	
If you forgot your CM/ECF pageword, you can request a password reset her	
Authentication Login: antorney Password: Client Code: I understand that, if	CE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth, names of minor children; and financial account numbers, in Bankr P. 9037. This requirement applies to all documents, including attachments. I file, I must comply with the redaction rules. I have read this notice.
Login Clear	
Notice	
An access fee of \$0.08 per page, as approved by the Judicial Conference of	the United States, will be assessed for access to this service. For more information about CM/ECF, <u>click here</u> or contact the PACER Service Center at (800) 676-6856.
CM/ECF has been tested and works correctly with Firefox 2.0. Internet	Explorer 6.0 and 7.0.
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2- Enter your CM/ECF login name in the available box. Click the submit button.



3- This page will informs the user that an email is sent to the user 's CM/ECF registered email.



4- The following is an example of the information that the user will receive in their registered CM/ECF email. Click of copy into the internet browser the hyperlink to reset the password.

Email:

This e-mail was sent to the address of record, attorney@gmail.com, for the CM/ECF account "attorney".

This message was sent in response to a request to change your password. If you did make this request and still wish to reset your password, click on the URL below to complete the process. If you did not make this request, please delete this e-mail. The password will remain unchanged.

To reset your CM/ECF password (account "Attorney"), use this URL:

https://ecf.prb.uscourts.gov/cgi-bin/lostPassword.pl?key=ZASOuAVcKg7ufZINh444

5- The user must entered their CM/ECF login ID and the new password. Hit Submit.

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CM/ECF Password Changes - District of Puerto Rico			
This page is for CM/ECF logins only, it will not work for PACER accounts. For a lost password on a PACER account, please contact the <u>PACER Service Center</u> .			
Notice			
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use that attempts to curcument access controls or PACER, being processes is prohibited and where to encounting under Tabe 19.4 (He II S. Code All activities and access attempts are			
logged ~ https://cl.ptv.ucouts.gov/s			
Enter your login ID and new password here then click on "Submit"			
ECF ID attorney			
Password -			
Submit Reset			
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6- Finally, the user will be shown an acknowledgement screen that confirms the password change.

