

Changing ECF Account Information

To make changes to your electronic case filing account (e.g., mailing address, law firm, phone number, e-mail address, e-mail notification preference):

- (1) Fax a change request to Systems Manager at: (618) 482-9417

- OR -

E-mail your request to: ilsbwebmaster@ilsb.uscourts.gov

- OR -

Mail your request to: U.S. Bankruptcy Court
Attn: Systems Manager
750 Missouri Ave
East St. Louis, IL 62201

- (2) In your request, please include the name of the ECF account holder, the currently registered information, and the updated information.

If you are changing law firms, please indicate whether you will remain the attorney of record on your pending cases.

If you are changing your e-mail notification preference, please indicate whether you wish to receive a daily summary report or a notice for each filing.

- (3) Someone from the Court will contact you when your account has been updated.