

Attorneys and trustees can now request special logins for employees who file on their behalf in CM/ECF. These accounts are referred to as filing agents and will have their own login and password. A filing agent may be linked to multiple attorneys/ trustees and attorneys/ trustees may have multiple filing agents.

Only the attorneys' or trustees' names will appear on the docket report, queries and other case management reports. The filing agents' name will never appear to the public.

The access permissions available to the filing agent are dependent on the permissions of the attorney or trustee for whom the agent is docketing. Filing agents cannot have more permissions than the attorney or trustee.

Filing agents may receive e-mail, but only if the e-mail address is provided on the Filing Agent Registration Form and the checkbox authorizing this is marked.

Filing agents may also be granted permission to make Internet Payments on behalf of the attorney/trustee. The checkbox authorizing this must be marked on the Filing Agent Registration Form.

The Court will create filing agent accounts and records based on Filing Agent Registration Forms that are received. The form can be downloaded from the Court's web site at [www.ilsb.uscourts.gov/docs/liveregformFilingAgent.pdf](http://www.ilsb.uscourts.gov/docs/liveregformFilingAgent.pdf).

When there are personnel changes at the law firm or trustee's office, filing agents should be deactivated from their respective filer. These changes must be communicated to the Court by calling the CM/ECF Help Desk at 618-482-9075 or faxing your request to 618-482-9417.