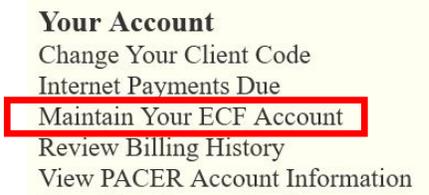


**Western District of Washington Bankruptcy Court
ECF Account Maintenance – Add a Filing Agent (for Attorneys/Trustees)**

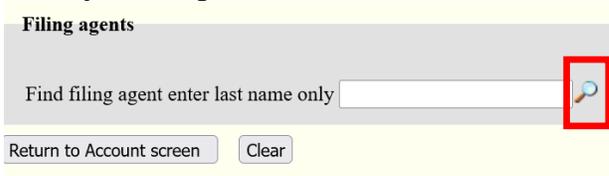
- 1) Navigate to: <https://ecf.wawb.uscourts.gov>
- 2) Click on the link: **Western District of Washington – Document Filing System**
- 3) Login with your PACER username and password. **Note:** If you forgot your username or password, you may request a reset from the PACER by selecting the link: **Forgot Password?** or **Forgot Username?**
- 4) You are now logged in to ECF. Click **Utilities > Maintain Your ECF Account.**



- 5) You should see your account information (i.e. name, address, etc). Go to the bottom of the screen and click the **More user information** button.



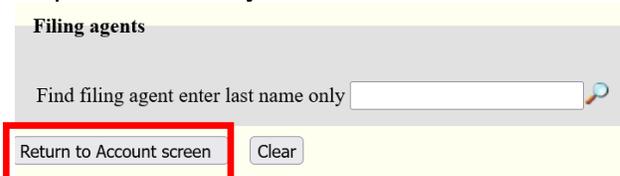
- 6) Look for the **Filing agents** section. In the search box, enter the last name of the person whom you want to add as a Filing Agent. Then click the **magnifying glass**. **Note:** Your filing agent must already be a registered CM/ECF user; otherwise the search may not return accurate results.



- 7) If results found, review for the correct name. Click the **Select** button.

Add a Filing Agent		
	Name	Address
Select	Paralegal, Pat	Law Office 123 Any Street Tacoma, WA 98402 253-111-1111

- 8) You should see the Filing Agent's name on the screen now. To add more filing agents, repeat steps 6-7 until they are all added. When finished, click the **Return to Account screen** button.



- 9) To save your changes, go to the bottom of the screen and click **Submit**.

