

**Office of the Clerk United States  
Bankruptcy Court Eastern District  
of Tennessee**

HOWARD H. BAKER JR. UNITED STATES COURTHOUSE  
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KNOXVILLE, TENNESSEE 37902

**To:** Members of the Bankruptcy Bar, Trustees, U. S. Trustees  
**From:** Danny Armstrong, Clerk of Court  
**Date:** May 17, 2011  
**Re:** Filing Agent Capabilities in ECF Version 4.1

As a reminder, the United States Bankruptcy Court for the Eastern of District of Tennessee is converting to ECF version 4.1 during the weekend of May 28-30, 2011.

An enhancement of version 4.1 is the new user type, "Filing Agent", which will be available for attorneys and trustees. A "Filing Agent" is a representative of an attorney or trustee who files documents in ECF on behalf of the attorney or trustee. Pleadings filed in this manner hold the same legal bearing as if filed by the attorney or trustee themselves.

I know many of you share your ECF user ID and password with your office staff to relieve the burden of filing. The deficiency of this practice is only one person can be using a user ID at a given time. If a second person logs onto ECF using a user ID already in use, the first user's session is terminated and any unfinished work is lost. A handful of attorneys and trustees recognized this problem soon after the Court began using ECF and asked for additional user IDs for their staff. Previous versions of ECF could not accommodate this request so the Court issued additional user IDs using the sponsoring attorney or trustee's name and a three letter modifier. A side effect of this practice was each user associated with the case was listed as an attorney of record on the docket sheet.

This new filing agent capability now allows multiple accounts to be associated with a given attorney or trustee but only the attorney's or trustee's name will appear on the docket sheet. Docket entries, such as a motion for example, will indicate that the attorney or trustee filed the document. The Court and sponsors with agents will be able to use a system utility to ascertain which filing agent filed a document on their behalf.

Filing agents do not have personal email addresses for noticing like attorneys or trustees. The Notice of Electronic Filing (NEF) for documents filed by a filing agent on behalf of a sponsor will be sent to the sponsor's primary email address. If the sponsor desires his/her filing agent to receive a copy of the NEF, the sponsor must list the filing agent's email address in the sponsor's ECF account as an alternate email address.

Due to the filing agent enhancement, the court will convert the existing "extra" accounts into filing agent accounts. Therefore, if you presently have an "extra" account for staff, I ask your assistance in completing an ECF registration form for each filing agent and returning them to our office by July 1, 2011. The existing user ID and password will not be changed so it should all be completely transparent to your staff. After the conversion, all documents filed by a filing agent on behalf of the attorney or trustee will indicate that the attorney or trustee filed the document.

If you would like to take advantage of the filing agent capability, please complete the attached ECF registration form and return it to the nearest clerk's office. Because filing agents can be assigned to more than one attorney/trustee and attorneys/trustees can have more than one filing agent, please complete a registration form for each filing agent associated with each attorney/trustee. If a firm has multiple attorneys who will be sharing filing agents, the firm may complete one form for each agent indicating which attorneys will sponsor the filing agent.

A short video (less than six minutes in length) offering more information on filing agents is available at [://www.tneb.uscourts.gov/php/newfeatures/41/Filing\\_Agents\\_Atty\\_Trust.swf](http://www.tneb.uscourts.gov/php/newfeatures/41/Filing_Agents_Atty_Trust.swf)

If you have any questions, please contact your local clerk's office:

Betty Shelton (Chattanooga/Winchester) 423-752-5163

Shelia Morgan (Knoxville) 865-545-4279

Will Magill (Greeneville) 423-783-2508

Thank you for your attention to this matter.