

## RECOVERY OF LOST OR FORGOTTEN PASSWORD

04/03/2014

Description: The “Recovery of Lost or Forgotten Password” link allows outside e-filers to reset their passwords without any interaction from Court Staff.

### STEP 1 – The CM/ECF FILER OR PACER LOGIN screen displays for LOST OR FORGOTTEN PASSWORD

- To access the password reset module, please select the link from the CM/ECF login screen.

#### CM/ECF Filer or PACER Login

##### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry 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 case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://www.pacer.gov>.

##### Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you have lost or forgotten your **CM/ECF** password, [click here](#) for **Pacer** [click here](#).

To file documents on this **CM/ECF** System, you must have a unique login and password issued by this Court. [Click here for information.](#)

**IMPORTANT NOTICE 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 compliance with [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

##### Authentication

Login:

I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Password:

**WARNING REGARDING FILING:** By filing a document with this Court, you are certifying that you have the authority to do so from your client or principal and that you are in compliance with the Operating Order implementing the [Guidelines for Filing of Documents](#).

Client code:

I understand that, if I file, I must comply with the Operating Order implementing the Guidelines for Filing of Documents. I have read this notice.

### STEP 2 – The CM/ECF PASSWORD CHANGES screen displays.

- The e-filer must know either their exact CM/ECF login OR the primary e-mail address associated with the login account.

## ECF Password Changes - United States Bankruptcy Court in the District of South Carolina

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Enter your login ID \*or\* email address below. Note: If your email address is associated with more than one login ID, enter a login ID only.

Before submitting, please type in the 'Captcha' word.



- Enter your login ID OR e-mail address.
- Type in the “Captcha” word.
- Click the Submit button.

### STEP 3 – E-MAIL CONFIRMATION

- An e-mail is sent to the primary e-mail address associated with the login.
- The screen displays:

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**E-Mail has been sent from [SCB ECF NEF@scb.uscourts.gov](mailto:SCB_ECF_NEF@scb.uscourts.gov)**

Your password change request has been processed. An e-mail containing a URL was sent to the e-mail address of **bill\_attorney@yahoo.com**. Please click on the URL in the e-mail message to change your CM/ECF password. If you do not find the e-mail in your spam e-mail box or your inbox in 10 minutes, please contact the United States Bankruptcy Court in the District of South Carolina at 803-253-3624.

**STEP 4 – E-MAIL INSTRUCTIONS and URL LINK**

- Within the e-mail are instructions and a link to reset the password as well as the requirements for creating a password.
- All passwords must contain 8 characters, both uppercase and lowercase letters and must include at least 1 digit.

**NOTE:** Unconfirmed request are removed after 24 hours. You should visit the URL within 24 hours of receiving the message.

**STEP 5 – The PASSWORD CHANGES screen appears.**

- After the e-filer clicks the URL link in the e-mail, they will be directed to a “password change” screen where they will have the opportunity to select their own password.
- The screen displays:

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Enter your login ID here and click on "Submit":

Requirements: **Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit.**

ECF ID:

Password:  Confirm Password:

**STEP 6** – ENTERING AND CONFIRMING THE PASSWORD screen appears.

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..Check 1: OK. The passwords match.

..Check 2: OK. The password size is 9.

..Check 3: OK. The password has a number in it.

..Check 4: OK. The password has an upper and lower case character in it.

..Check 5: OK. The user is the same as the key....

Updating your password....

Your password has been changed and the new password is now active.

You can now login by [clicking here](#).