

Q-What do I do if I am changing Firms?

A- If an Attorney is changing firms he/she must send a letter along with new registration to the Court's Director of IT that advises of the change. The CM/ECF account associated with the old firm will be deactivated and a new account will be created. The test will not need to be taken a second time. If the attorney is taking clients, consent to substitute attorney (*File in CM/ECF using menu options Bankruptcy->Other-> Consent to Substitute Attorney*) will need to be filed in each case.

Q- What do I do if an Attorney leaves our firm?

A- If an Attorney leaves your firm, either suddenly or with notice, send a letter to the Court's Director of IT that advises of the change. The Attorney's CM/ECF account associated with your firm will be deactivated. In the letter you will need to provide a current email address to add to the account so that you will continue to receive e-mail notification on cases associated with the attorney that has left. If the attorney leaves without notice you can call the Court to have the account deactivated and then follow-up with the letter.

Q- What do I do I/My Firm is moving

A- If you/your firm are moving send a letter to the Court's Director of IT that advises of the change.

**Director of IT
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