## Introduction

Have you ever forgotten your CM/ECF password? You now have the ability to reset your NYNB-issued, non-PACER CM/ECF password using a "Password Reset" feature recently added to the application.

## How to Reset Your Password

1. Open your web browser and navigate to https://ecf.nynb.uscourts.gov:



 Click on "Northern District of New York – Document Filing System"; you will be brought to the "CM/ECF Filer or PACER login web page:|

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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 <u>http://www.pacer.gov.</u>								
Instructions for filing: Enter your CM/ECF filer login and password if you are electronically filing something with the court.								
Lost your password? Attempt to <u>Reset</u> it.								
Authentication       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.         Password:								
Client I understand that, if I file, I must comply with the redaction rules. I have read this notice.								
Login Clear								
Notice An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.								
CM/ECF has been tested using Firefox and Internet Explorer 8 and 9.								

2. Click the "Reset" link:

Z	Lost your password? Attempt to <u>Reset</u> it.							
	Authentication	ъл						
	Login:	ofb						
	Password:	doci						

You will be brought to the "CM/ECF Password Changes" page.

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CM/ECF Password Changes											
This page is for CM/ECF logins only, i For a lost password on a PACER accord	t will not work for PACER accounts. int, please contact the <u>PACER Service Center</u> .										
Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry or use or a use that attempts to circumvent access controls or PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.											
Enter your Login ID, or enter your first name, last name, and the primary email address for your ECF account and click on "Submit":											
Login ID:											
OR											
First Name:											
Last Name:											
Primary Email Address only:											
Submit											

Dated: June 26, 2017

3. To receive an email containing a link to reset your password, either enter your login ID,

Login ID:	jdoe
OR-	
First Name:	
Last Name:	
Primary Email Address only:	
Subm	it

or enter your first name, last name, and primary email address.

- 4. Click the "Submit" button.
- 5. An email from "webmaster" will be sent to your primary email account:

webmaster USBC-NYNB CM/ECF Password Reset Request

The email will contain a link directing you to a "CM/ECF Password Changes" web page:

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To reset your CM/ECF password (account "jdge"), use this URL:

https://ecf.nynb.uscourts.gov/cgi-bin/lostPassword.pl?key=4ek7NXzDeXeCe36JW1kY

If the link isn't working please copy and paste it into a browser making sure to include the whole link.
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7. On the "CM/ECF Password Changes" web page, enter your login ID, enter a new password, then click Submit.

You should now be able to successfully log into CM/ECF.

## REMEMBER

 You cannot use the "Password Reset" program to reset your PACER password. If you cannot remember your PACER password, please call the PACER Service Center at (800) 676-6856.

- For additional assistance using the "Password Reset" program, please call NYNB's CM/ECF Help Desk at the following phone numbers:
  - the Albany CM/ECF Help Desk at (518) 257-1616;
  - the Syracuse CM/ECF Help Desk at (315) 295-1618;
  - the Utica CM/ECF Help Desk at (315) 266-1118.