

## Resetting Your ECF Password

If you are unable to sign on after several failed attempts entering your ID and password to the ECF system, you may need to reset the password. Please follow the steps below for resetting your ECF password.

1. On the ECF sign on screen, find the message below:

*“If you have lost or forgotten your password, [click here](#).”*

2. Click the hypertext link.
3. Enter your ECF ID.
4. Type the “Captcha” word in box indicated.
5. Click submit. An email will now be sent to the email address associated with your ECF Filing ID.
6. Open your email account associated with your ECF ID.
7. Open the email sent from the court to reset the password.
8. Follow the steps in the email to complete the password reset. NOTE: All passwords must be at least 8 characters and contain:
  - a. At least one uppercase letter;
  - b. At least one lowercase letter;
  - c. At least one number or special character.

If after resetting the password, you are still unable to sign on to the ECF System, please call the ECF Help Desk at 501-918-5590.