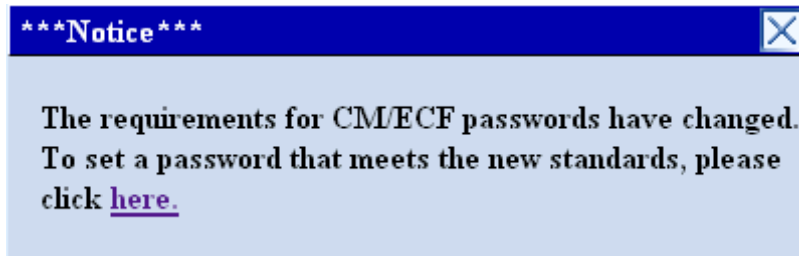


Changing Your Password for ECF Version 4.2

Beginning with CM/ECF Version 4.2, all passwords must comply with enhanced password security requirements. Following the court's implementation of Version 4.2, you will be prompted upon login for a password change. Below, please find seven simple steps for changing your ECF password upon prompting by the system.

- 1) Login to ECF with your current login and password.
- 2) View the following message:



- 3) Click the "here" link within the notice message to change your password.
- 4) Enter your new password. **NOTE:** All CM/ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, \$, %, &, *, +,
- 5) Re-enter your new password.
- 6) Click submit. You're password is changed.
- 7) Take Note. If you use any automated software to log in to CM/ECF, remember to update the password information used by the software when you change your CM/ECF password.