## LOST PASSWORD LINK INSTRUCTIONS

By using the 'Lost or Forgotten' password link, the screen below will be presented to the user.



After entering the login, which is the first initial, last name and a seven digit bar number (if bar number is less than seven digits, add leading zeros), the user will get the following email:

This e-mail was sent to the address of record, jdoe@anymail.com, for the CM/ECF account "jdoe".

This message was sent in response to a request to change your password.

If you did make this request and still wish to reset your password, click on the URL below to complete the process. If you did not make this request, please delete this e-mail. The password will remain unchanged.

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

https://ecf-test.flmd.uscourts.gov/cgi-bin/lostPassword.pl?key=5H6R11BAWph23VJnpP3o

Once the user clicks on the URL the user will be directed to the page below. The user will need to enter his or her login again, and a **new password of the user's choice**. There are no requirements for the password.

CM/ECF Password Changes - Middle District of Florida
This page is for CM/ECF logins only, it will not work for PACER accounts. For a lost password on a PACER account, please contact the <u>PACER Service Center</u> .
Notice
This is a <b>Restricted Web Site</b> for Official Court Business only. Unauthorized entry or use or any
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>https://ecf-test.flmd.uscourts.gov<-
Enter your login ID and new password here then click on "Submit":
(Your login ID and new password nere then click on "Submit". (Your login ID consists of your first initial, last name, and bar number (seven digits). If your bar number is less
that seven digits, please add leading zeros. For example, jdoe0012345 ).
ECF ID:
Password:
Submit Reset

After entering the information the user will receive this message allowing log in.

Updating your password.... Your password has been changed and the new password is now active. You can now login by <u>clicking here</u>.

If the attorney is no longer an active member of the bar, or is admitted Pro Hac Vice, or does not have a current fee year, this is the message the user will get:

This message was sent in response to a request to change your password.

We show that you are no longer an active member of the Middle District of Florida's bar. In order to receive a password to use our CM/ECF system, you must be a current attorney in good standing. If you would like to be admitted or re-admitted, you must complete the attorney admission application and attend a swearing in ceremony at which time you must pay the admission fee. Please visit our website at http://www.flmd.uscourts.gov for the appropriate application and instructions. Once this is accomplished you may request a login and password by registering for a new login and password on our website. If you feel this is in error, please contact the CM/ECF Technical Support Line at 866-434-3985.

If you did not make this request, please delete this e-mail. The password will remain unchanged.