

Changing Your CM/ECF Password

Introduction

Once you receive your EDVA CM/ECF login and password, you can change your password to one easier to remember.

Note: We strongly encourage you to select a new password that is six to eight characters long, a combination of letters and numbers, and not something easily guessed, such as your pet's name.

Changing Your Password

Change your password by taking the following steps:

Step	Action
1	Log into ECF.
2	Click on <i>Utilities</i> on the upper right side of the main blue menu bar.
3	Click on <i>Maintain Your Account</i> .
4	Click on the <i>More User Information</i> button at the bottom of the screen.
5	Enter your new password in the password box, then click on <i>Return to Account screen</i> .
6	Click on the <i>Submit</i> button.
7	Click on the <i>Submit</i> button on the next screen.
8	Click on the <i>Logout</i> button. You may now log back in using your new password.

Note: It is very important that you record your new password and keep it in a safe place. The clerk's office does not maintain a record of your password. If you forget your password, you must click on the *Forgotten Password* link on the CM/ECF section of our Internet site, and the CM/ECF system will issue you a new password, which you can then change by going into *Utilities* as described above.
