

# Changing Your CM/ECF Password

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## Introduction

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

**Note:** Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example, 0-9, @, #, \$, %, \*, +).

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## Changing Your Password

Change your password by taking the following steps:

Step	Action
1	Log into ECF.
2	Click <i>Utilities</i> on the upper right side of the main blue menu bar.
3	Click on <i>Maintain Your Password</i> .
4	<ul style="list-style-type: none"><li>• Enter your new password in the password box by using your mouse to highlight the asterisks in the white box, typing the new password, and then typing the new password.</li><li>• Click the <i>Submit</i> button.</li></ul>
5	Click <i>Logout</i> on the upper right side of the main blue menu bar. 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.

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