

## NextGen CM/ECF: How to Link a Filing Agent

---

All Filing Agents must have their own, individual PACER accounts. Linking their account to yours will allow them to file on your behalf.

### To Link a Filing Agent:

1. Go to [www.ecf.tnmb.uscourts.gov](http://www.ecf.tnmb.uscourts.gov)
2. **CLICK** MIDDLE DISTRICT OF TENNESSEE – Document Filing System link.



*US Bankruptcy Court  
for the  
Middle District of Tennessee*

Welcome to the U.S. Bankruptcy Court for the MIDDLE DISTRICT OF TENNESSEE

[MIDDLE DISTRICT OF TENNESSEE - Document Filing System](#)

3. Log in to your PACER account.

### Tennessee Middle Bankruptcy Court Login

\* Required Information

Username \*

Password \*

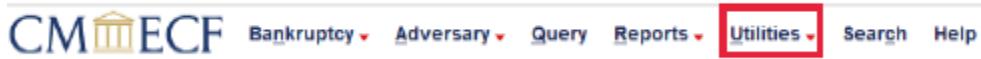
Client Code

Login

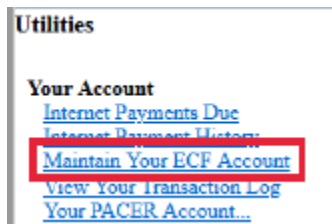
Clear

[Need an account?](#) | [Forgot password?](#) | [Forgot username?](#)

- 4. **SELECT** Utilities.



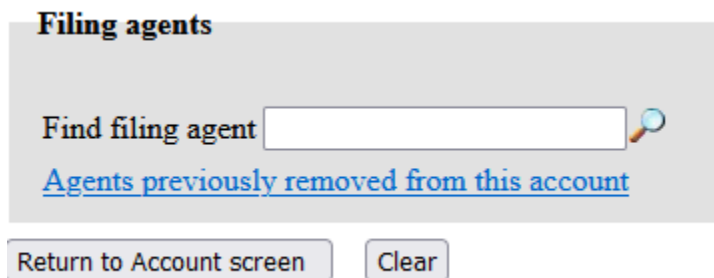
- 5. **CLICK** Maintain Your ECF Account.



- 6. **CLICK** More user information.



- 7. **TYPE** Filing Agents last name and **CLICK** on the magnifying glass icon.




8. **SELECT** the proper Filing Agent.

Add a Filing Agent		
	Name	Address
Select	TNMB, TestFilingAgt	United States Bankruptcy Court 701 Broadway Room 170 Nashville, TN 37203 615-736-5584

9. **VERIFY** the correct filing agent was added to your account.

**Filing agents**

[TNMB, TestFilingAgt](#) [United States Bankruptcy Court, 701 Broadway, Room 170, Nashville, TN 37203, 615-736-5584]


Find filing agent  

[Agents previously removed from this account](#)

10. **CLICK** Return to Account screen.

**Filing agents**

[TNMB, TestFilingAgt](#) [United States Bankruptcy Court, 701 Broadway, Room 170, Nashville, TN 37203, 615-736-5584]

Find filing agent  

[Agents previously removed from this account](#)

11. You must CLICK Submit to save the changes.



The screenshot shows a form titled "Person end date". It contains four buttons: "Email information...", "More user information...", "Submit", and "Clear". The "Submit" button is highlighted with a red border, indicating it is the button to be clicked to save changes.

12. You should receive a screen which acknowledges your modification to your account.