

Trustees/Attorneys: Navigating Between Multiple Filing Accounts

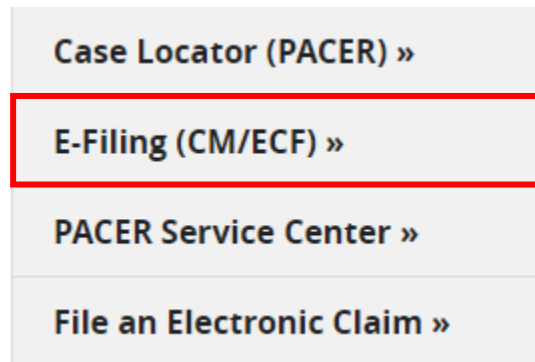
Users who have multiple filing roles with the Court have the option to have both e-filing accounts linked to one PACER account to utilize single sign-on.

If you have multiple filing roles and the Court has linked your two e-filing accounts together, the below steps outline navigating between your multiple ECF accounts:

1. **NAVIGATE** to the U.S. Bankruptcy Court for the Middle District of Tennessee's web page

<https://www.tnmb.uscourts.gov>

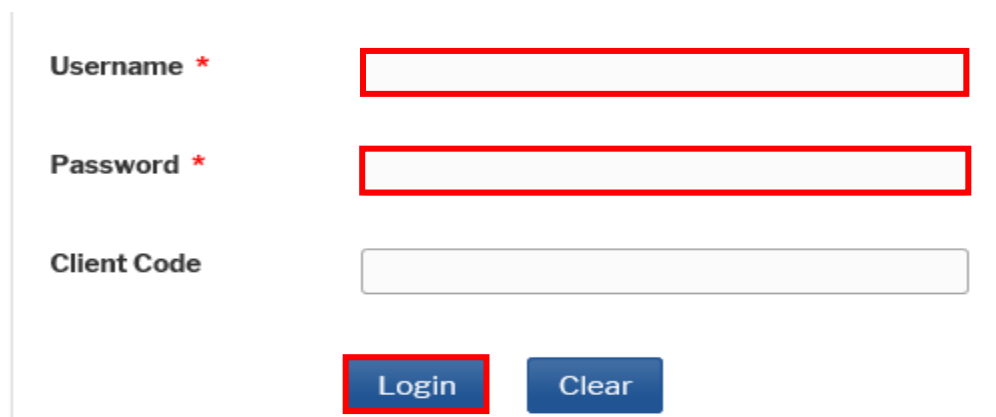
2. **SELECT** E-Filing (CM/ECF) located on the left side of the web page.



A vertical navigation menu with four items, each with a right-pointing chevron. The second item, 'E-Filing (CM/ECF) »', is highlighted with a red rectangular border.

- Case Locator (PACER) »
- E-Filing (CM/ECF) »**
- PACER Service Center »
- File an Electronic Claim »

3. **ENTER** your PACER username and password and **select** Login



A login form with three input fields and two buttons. The 'Username *' and 'Password *' fields are highlighted with red rectangular borders. The 'Login' button is also highlighted with a red rectangular border.

Username *

Password *

Client Code

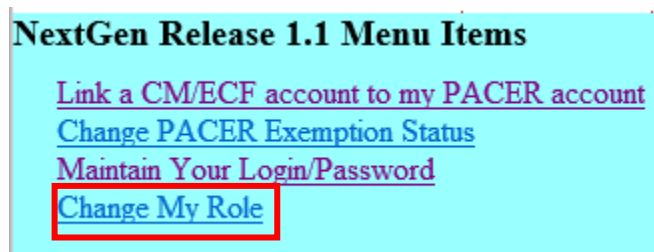
4. **SELECT** Utilities



5. **SELECT** NextGen Release 1.1 Menu Items



6. **SELECT** Change My Role



7. The **Permanent Default Account** is the role always selected by default when the user logs into CM/ECF.

DO NOT change this setting unless you want to change the default account when you login to CM/ECF.

To change the permanent Default Account, make selections here and **CLICK** Save.

Change Role

Change user's default login for *Christa Attorney*

Permanent Default Account	<input checked="" type="radio"/> christaattorney	<input type="radio"/> christaattorney_tr_1620911
Session Default Account	<input checked="" type="radio"/> christaattorney	<input type="radio"/> christaattorney_tr_1620911
Email	tnmb+cattorney@gmail.com	
Role	Attorney	Trustee
Office	Law Offices of Attorney Christa	
Address 1	123 Any Street	701 Broadway
Address 2		Room 170
City	Nashville	Nashville
State	TN	TN
Zip Code	10022	37203
Primary Phone	555-555-3232	

Save [Back](#) [Clear](#) [Cancel](#)

- The **Session Default Account** is the account you change for a single filing session. This is the account you use the least.

When you close that single filing session, your settings roll back to your Permanent Default Account.

Make your selection and **CLICK** Save.

Change Role

Change user's default login for Christa Attorney

Permanent Default Account	<input checked="" type="radio"/> christaattorney	<input type="radio"/> christaattorney_tr_1620911
Session Default Account	<input checked="" type="radio"/> christaattorney	<input type="radio"/> christaattorney_tr_1620911
Email	tnmb+cattorney@gmail.com	
Role	Attorney	Trustee
Office	Law Offices of Attorney Christa	
Address 1	123 Any Street	701 Broadway
Address 2		Room 170
City	Nashville	Nashville
State	TN	TN
Zip Code	10022	37203
Primary Phone	555-555-3232	

Save

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