

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK

**ATTORNEY REQUEST FOR CHANGE OF CONTACT INFORMATION IN ECF SYSTEM**

This form is to be used only for a change of law firm, address, phone/fax number, and/or e-mail address of a Filing User of the CM/ECF System.

**\* If you are leaving or changing law firms and you are an e-filer, you must also register online for a new CM/ECF account.** The e-filing account associated with the old firm will be deactivated and a new account will be created. No updates will be made to the e-filing account with the old firm. To re-register, click here: <https://ecf.nywb.uscourts.gov/AttorneyReg>

If there will be a substitution of attorney, you must use a "Consent to Substitute Attorney" form and meet the requirements of Local Rule 2091-1(B).

**NAME OF ATTORNEY :** \_\_\_\_\_

Former Name of Firm : \_\_\_\_\_

Former Address : \_\_\_\_\_

Former Phone # : \_\_\_\_\_

Former Fax # : \_\_\_\_\_

Former Primary E-mail : \_\_\_\_\_

**NEW FIRM NAME:** \_\_\_\_\_

**NEW ADDRESS :** \_\_\_\_\_

**NEW PHONE # :** \_\_\_\_\_

**NEW FAX # :** \_\_\_\_\_

**NEW PRIMARY EMAIL :** \_\_\_\_\_

I hereby authorize the Clerk's Office to make the necessary changes to update my CM/ECF user account with the new information, as indicated above. **I am not requesting a transfer of cases or seeking to substitute counsel.**

**If I am leaving/changing firms(includes firm name change), I understand I must register online for a new CM/ECF account before the above changes will be made.**

\_\_\_\_\_ **I am leaving/changing firms and I have registered online for a new CM/ECF e-filing account.**

\_\_\_\_\_ **I no longer need an e-filing account, please deactivate my account.**

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Attorney Signature