

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF COLUMBIA

**ELECTRONIC CASE FILING (ECF) SYSTEM
ATTORNEY/FULL-RIGHTS USER REGISTRATION FORM**

This form shall be used to register for an account as an Electronic User (“User”) in the U.S. Bankruptcy Court’s Electronic Case Filing (“ECF”) System. Full-Rights Users will have privileges both to submit documents electronically, and to view and retrieve docket sheets and documents for all cases in the District of Columbia ECF system. (NOTE: a PACER account is necessary to view and retrieve docket sheets and documents. You may register for a PACER account either online at <http://pacer.psc.uscourts.gov/> or by calling 1-800-676-6856.)

The following information is required for ECF registration:

First/Middle/Last Name: _____

Firm Name: _____

Mailing Address: _____

Attorney Phone Number: _____

E-Mail Address: _____

U. S. District Court for the District of Columbia Bar ID#: _____

Currently E-File in the Following Jurisdictions: _____

Name of Staff Member(s) Who Will be Authorized to E-File on Behalf of Attorney

Attorney Contact Person(s) and Phone Number(s) to be used when Clerk’s Office Has Questions re: E-Filed Pleadings:

By submitting this registration form the applicant agrees to adhere to the Court’s Administrative Order Relating to Electronic Case Filing, including any amendments thereto as may be made from time to time, and the following rules:

1. This access is for use only in ECF cases filed in the U.S. Bankruptcy Court for the District of Columbia. It may be used to file and view electronic documents, docket sheets, and reports. NOTE: a PACER account is necessary for this access (see above for registration information).

2. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/full-rights user's password issued by the court combined with the User's identification, serves as and constitutes the attorney's/full-rights user's signature. Therefore, an attorney/full-rights user must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/full-rights user to immediately notify the Court. This would include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete the User's existing password from ECF and issue a new password.
3. An attorney's/full-rights user's registration will not waive paper service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/full-rights user has not entered an appearance. An attorney's/full-rights user's registration will constitute a waiver in law only of paper service of other non-process pleadings, documents, and orders in the case. The attorney/full-rights user agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile, or authorized e-mail.
4. To file documents electronically in the U. S. Bankruptcy Court for the District of Columbia, an attorney must:
 - a) be an active member of the bar of the U. S. District Court for the District of Columbia, or
 - b) be an attorney who is a member in good standing of the bar of any United States Court or of the highest court of any State who is representing the attorney's client without compensation.

But, if the attorney is an e-filer pursuant to paragraph (b), that attorney is restricted to e-filing only in cases in which the attorney files a certificate that he is providing representation without compensation.
5. Attorneys/full-rights users are required to pay ALL filing fees via an Internet credit card at the time of filing. If you have any questions regarding the payment of a fee, you MUST contact the Court's Finance Department at 202-354-3103 or the CM/ECF Help Desk at 202-354-3281 BEFORE filing the pleading.
6. By e-filing a document, the User certifies that the User has complied with the requirement that if the document purports via the use of "/s/" to have been signed by someone other than the User, then the User has a document (in paper or scanned electronic form) bearing the original signature. Attorneys/full-rights users are required to retain the original signed document of all e-filed pleadings for a period of five (5) years in either paper or electronically.

Applicant Signature

Date

Please return this form to:

CM/ECF Help Desk; U.S. Bankruptcy Court for the District of Columbia;
Room 1225; 333 Constitution Avenue, NW; Washington, DC 20001

or fax to: 202-354-3128

or email to: bkecf_login@dcb.uscourts.gov

Please call our CM/ECF Help Desk with any questions 202-354-3281