

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF COLUMBIA

**ELECTRONIC CASE FILING (ECF) SYSTEM
LIMITED-RIGHTS USER REGISTRATION FORM**

This form shall be used to register for an account as a Limited-Rights User (“User”) in the U.S. Bankruptcy Court’s Electronic Case Filing (“ECF”) System. 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.)

Registering User’s Name: _____
[Name of individual registering as a User]

Business/Firm Name: _____
[Name of business/firm on whose behalf User is authorized to act]

If you are a Financial Management Course Provider, please check this box

Business/Firm Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

E-Mail Address: _____

Currently E-File in the Following Jurisdictions: _____

Bar Identification Number (if applicable): _____ **State of:** _____

1. I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court. I understand that a limited filer’s privileges are narrow in scope. I will only use CM/ECF to electronically file the following documents such as: Proofs of Claim, Transfer of Claim, Withdrawal of Claim, Requests for Notice, Reaffirmation Agreements, and Personal Financial Management Course Certificate on behalf of the above named business/firm. The court reserves the right to modify these options or add additional options as deemed necessary.
2. The above-named business/firm, through its authorized officers, directors and agents, understands that the use of its Limited-Rights User password to file a document in a bankruptcy case or proceeding in the United States Bankruptcy Court for the District of Columbia will constitute an act on behalf of the above-named business/firm under the United States Code, the Federal Rules of Bankruptcy Procedure, and any applicable non-bankruptcy law. For example, the User’s signature on the document by way of the password constituting a signing of the document on behalf of the business/firm under Federal Rule of Bankruptcy Procedure 9011.

3. The above-named business/firm, through its authorized officers, directors and agents, understands that it is its responsibility to protect and secure the confidentiality of its password. If the above-named business/firm believes that its password has been compromised, then it is the responsibility of the above-named business/firm, through its authorized officers, directors and agents, to notify the Court in writing, immediately.
4. I agree to maintain my contact information (e.g., email address, mailing address, telephone number(s), and facsimile number). All changes will be made through my CM/ECF account.
5. I must pay any fees incurred for transactions made in CM/ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.
6. Registration as a User constitutes waiver of the above-named business/firm's right, that would otherwise arise from a filing made by the User using the User's password to receive notice by first class mail (including a right arising from such filing to notice of entry of an order or judgment), and constitutes consent to receive such notice electronically instead. This waiver does not apply to service of a summons and complaint in an adversary proceeding under F.R. Bankr. P. 7004 or to service of papers commencing a contested matter (e.g., an objection to a proof of claim).
7. By affixing a User's electronic signature to a document and e-filing that document with the Court, the User certifies that the User has on file in the User's office the original signature of each other party whose signature appears on the document via the use of "/s/" (or proof that the signature was authorized, in writing, to be affixed to the document). The User is required to retain the original signed document (or the proof of written authorization to sign) of all e-filed documents for a period of five (5) years in either paper or electronically.
8. I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor's completion of the course, the certificate must be filed within a reasonable period of time. I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course within a reasonable period of time, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.
9. By contacting the court, I may request to terminate my status as a limited filer at any time. If I cease to be an employee or agent of an entity on whose behalf documents are being electronically filed, or for any other reason cease to be authorized to file electronically on behalf of said entity, I will promptly contact the court and request to terminate my filing privileges.
10. 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.
11. I, _____, hereby state that I am the
Name of registering User

_____ of _____
Title **Name of Business/Firm**

and am authorized to enter into this Limited-Rights User Registration on its behalf.

Signature of Individual Signing on Behalf of Business **Date**

Send Electronic Notices to these Additional E-mail Addresses:

I would like to receive electronic notification in the following cases (check as applicable):

All cases and proceedings in which I am entitled to notice.

The following additional cases or adversary proceedings (notification of all docket activity in each) (list case numbers):

Send Electronic Notice (check one): _____ of Each Filing or _____ as an End of Day Summary

Send Electronic Notices in the following format (check one):

HTML or Netscape, ISP mail service (e.g. AOL, Hotmail, Yahoo, etc)

Text for cc:mail; Groupwise, Outlook, Outlook Express, Other (please list)

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

Our CM/ECF Help Desk staff are available at 202-354-3281 to answer questions.