

**UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF COLUMBIA****ELECTRONIC CASE FILING (ECF) SYSTEM  
ELECTRONIC FILING AGENT REGISTRATION FORM**

A person desiring to register as a Filing Agent for filing documents through the internet component of the U.S. Bankruptcy Court's Electronic Case Filing ("ECF") system on behalf of an Attorney/Full-Rights User ("User") must provide the information requested below. (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.)

First/Middle/Last Name: \_\_\_\_\_

User for Whom You Are Registering as a Filing Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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 (and that signature shall be indicated by "/s/") or, if the party is not represented by an attorney, all papers shall be signed by the party. A Filing Agent's password issued by the Court combined with the Filing Agent's identification, serves as and constitutes the agent's signature. Therefore, a Filing Agent 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 Filing Agent 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 agent's existing password from ECF and issue a new password.

3. To file documents electronically in the U. S. Bankruptcy Court for the District of Columbia, the attorney for whom the agent is filing 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.

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Applicant Signature

Date

I hereby acknowledge that the above applicant is authorized to act on my behalf as a Filing Agent for filing documents through the internet component of the U.S. Bankruptcy Court's Electronic Case Filing system. I further acknowledge that any document filed by the above applicant as my Filing Agent is deemed to be signed by and filed by me for purposes of Federal Rule of Bankruptcy Procedure 9011.

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Attorney/Full-Rights User 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](mailto:bkecf_login@dcb.uscourts.gov)**

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