

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA

CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM
ELECTRONIC FILING USER REGISTRATION FORM

Live System

An attorney desiring to register as a Filing User for filing documents through the internet component of the court's Case Management/Electronic Case Filing system must provide the information requested below. Additionally, if you reside outside of the Eastern District, a copy of your certificate of admission to practice in the Eastern District of North Carolina should be attached.

Name _____

Bar ID # _____ State of Admission _____

Firm Name _____

Mailing Address _____

Voice Phone Number _____ FAX Number _____

E-Mail Address _____

By signing and submitting this registration form, the Filing User agrees to abide by the following requirements:

1. Pursuant to Federal Rule of Bankruptcy Procedure 9011 and Local Bankruptcy Rule 5005-4(8), every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) shall be signed by a least one attorney of record and that signatures shall be indicated by "s/" and the typed name of the person signing in the following format: "s/Jane Doe" on the signature line. The unique password issued to each Filing User identifies the person upon login and constitutes the signature of the Filing User.
2. The Filing User must protect and secure the login and password issued by the court. The login and password must be used exclusively by the Filing User and authorized employees. The Filing User must not knowingly permit the login and password to be used by anyone who is not authorized. After the password has been issued by the court, the Filing User is encouraged to contact the court to change the password on a regular basis, if an employee is no longer an authorized user, or as needed for other reasons to ensure its security. The Filing User must immediately notify the court if misuse of a password is suspected.
3. The Filing User expressly consents to receive notice and service of pleadings and other papers

by electronic means from the court and other Filing Users in all cases, except with regard to service of a summons and complaint under Bankruptcy Rule 7004 and service of contested matters under Bankruptcy Rule 9014. Applicant must notify the court of any email changes to ensure receipt of electronic notifications.

4. The Filing User understands that electronically filed documents that require original signatures from any person other than the Filing User must be maintained by the Filing User in paper form, bearing the original signatures, for four years after the closing of the case or proceeding in which the documents were filed. Upon the court's request, the Filing User must provide the original signed documents for review.
5. The Filing User agrees to abide by all the requirements set out in the Local Bankruptcy Rules and the Administrative Guide to Practice and Procedure currently in effect, and any changes or additions that later may be made.
6. The Filing User understands that the court may revoke a Filing User's login and password and, therefore, authority and ability to electronically file documents for cause, including failure to comply with any provisions of this agreement, failure to adequately protect the Filing User password, failure to comply with the provisions of the Local Bankruptcy Rules and/or Administrative Guide to Practice and Procedure, failure to pay any fees required for documents electronically filed, or other misuse of the electronic case filing system.
7. The Filing User agrees, as authorized by Local Bankruptcy Rule 9036-1, Notice by Electronic Transmission, to waive the electronic confirmation required in Federal Rules of Bankruptcy Procedure 9036, as to notices issued by the court.

Date

Filing User Applicant

Attorney and/or staff member trained at the following court:

Return to:

ecf_pdf@nceb.uscourts.gov

For Court Use Only:

REMINDER:

A copy of the certificate of admission to the EDNC must be attached to the email along with the registration form.

Date Approved _____

CM/ECF User Login Name _____