

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NORTH CAROLINA

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

Live System

A person desiring to register as a Filing Agent for filing documents through the internet component of the court's Case Management/Electronic Case Filing system on behalf of a Filing User (an attorney previously registered with the court as a Filing User of CM/ECF) must provide the information requested below.

Name \_\_\_\_\_

Filing User for Whom You Are Registering as a Filing Agent

\_\_\_\_\_

Firm Name \_\_\_\_\_

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

\_\_\_\_\_

Voice Phone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

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

By signing and submitting this registration form, the Filing Agent 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 signature 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 user names and passwords issued to each Filing User and to each Filing Agent of a Filing User identifies the person upon login and constitutes the signature of the Filing User.
2. The Filing Agent must protect and secure the login and password issued by the court. The login and password must be used exclusively by the Filing Agent on behalf of the Filing User. The Filing Agent 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 Agent is encouraged to contact the court to change the password on a regular basis. The Filing Agent must immediately notify the court if misuse of a password is suspected.
3. The Filing User must immediately notify the court if a Filing Agent is no longer authorized to

act as a Filing Agent.

4. The Filing Agent 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.
5. The Filing User and the Filing Agent understand that the court may revoke a Filing Agent'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 Agent password, failure to comply with the provisions of the Local Bankruptcy Rules and/or Administrative Guide to Practice and Procedure, revocation of the Filing User's login and password, or other misuse of the electronic case filing system.

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Date

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Filing Agent Applicant

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 court's Case Management/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 and Local Bankruptcy Rule 5005-4(8).

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Date

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Filing User

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

Return to:

ecf\_pdf@nceb.uscourts.gov

For Court Use Only:

Date Approved \_\_\_\_\_

CM/ECF Filing User Login Name \_\_\_\_\_