

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NORTH CAROLINA

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

A transcriber desiring to register as a filing user for filing documents listed in the Transcript category via the internet component of the court's Case Management/Electronic Case Filing system must provide the information requested below:

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

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

Bankruptcy court(s) in which the filing user is registered as an ECF filer: \_\_\_\_\_

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 document shall be signed by the person authorized to submit the document for filing 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 password issued to each Filing User identifies the transcriber upon login and constitutes the signature of the authorized filer.
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 is first issued by the court, the Filing User agrees 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 or a motion initiating a

contested matter under Bankruptcy Rule 9014. Applicant must maintain the accuracy of the CM/ECF Filing User account to ensure the receipt of electronic notice.

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

Return to:

[ecf\\_pdf@nceb.uscourts.gov](mailto:ecf_pdf@nceb.uscourts.gov)

For Court Use Only:

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

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