

ADMINISTRATIVE PROCEDURES FOR CM/ECF

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ADMINISTRATIVE PROCEDURES FOR CM/ECF

I. REGISTRATION FOR THE ELECTRONIC CASE FILING SYSTEM

A. TERMS

1. "CM/ECF System" or "Systems" refers to the Court's Case Management/Electronic Case File System that receives documents filed in an electronic form.
2. "Filing User" refers to those individuals who have registered as an electronic filer and who have a Court issued login and password to file documents electronically. In order to receive an electronic login and password, the filing user must complete the eligibility requirements outlined in I C.
3. "Notice of Electronic filing" refers to the notice automatically generated by the CM/ECF System each time a document event is entered or a document is filed.

B. DESIGNATION OF CASES

All cases filed after March 1, 2004 will be part of the Court's CM/ECF System. All filing users are encouraged to file all petitions, motions, memorandums of law or other pleadings and documents electronically except in circumstances where the filing user is prevented from filing electronically. Example: CM/ECF System failure. Notwithstanding, the foregoing, attorneys and others who are not filing users in the CM/ECF System are not required to electronically file pleadings and other papers. The Clerk's Office will image documents that are filed conventionally by those who are not filing users. **The Court does not retain the pleadings after they have been imaged. Those pleadings will be discarded thirty (30) days after imaging absent a written request for return of original pleadings submitted to the Clerk within 15 days of filing.**

C. ELIGIBILITY

1. General Rule: Any attorney who is a member in good standing of the bar of the United States District Court for the Eastern District of Oklahoma (including those admitted Pro Hoc Vice), United States Trustees and their Assistants, U.S. Trustees, private Trustees and others as the Court deems appropriate, shall be entitled to a System password to permit the attorney to participate in

the electronic retrieval and filing of pleadings and other papers in accordance with the System.

II. REQUIREMENTS FOR FILING ELECTRONICALLY

A. ATTORNEY ELIGIBILITY

In order to be eligible for a system login and password, the following requirements must be satisfied.

1. Local Attorney: The attorney must have successfully completed the Court CM/ECF training program or been certified in another court and met the additional requirements listed in Paragraph 2.
2. Non Resident / Out of District Attorney or Attorney Certified in another District: If the attorney has been granted Pro hac vice status or has been admitted to our Court, the attorney must be registered as a CM/ECF Practitioner in another District Court or Bankruptcy Court and must be familiar with our Court's motion practice, have read our Courts Administrative Procedures for CM/ECF and completed the online web based tutorial which is located on the Electronic Case Filing link of the Court's web page at www.okeb.uscourts.gov. If an attorney has received a login and password from another district, after receiving CM/ECF training in that district, proof must be provided to the Clerk's Office of such prior training and certification.

B. TRAINING PREREQUISITES

Prior to participating in CM/ECF training, external users are required to:

1. Possess basic personal computer skills, including a working knowledge of the internet, browser usage, ability to prepare and attach PDF'S, e-mail usage and scanning.
2. Establish a PACER Account, if not previously established.
3. Insure hardware and software requirements are sufficient to file electronically.
4. Have a credit card available to utilize for the payment of fees when electronically filing.

C. TRAINING CLASS

The staff of the Clerk's Office will teach a four hour training class for attorneys in order to train the attorney and staff from the attorney's office how to file

electronically. Attorneys may sign up for the training class by going to the CM/ECF link on the Court's web page at www.okeb.uscourts.gov. Following the completion of the in class training, there will be an assignment to file sample pleadings from the attorney's office prior to the certification to become a filing user for CM/ECF. The Court has received approval for four hours of Continuing Legal Education credit for attorney's attendance in the training class. Attorneys and staff will also have an on-line training manual that may be utilized side by side with the CM/ECF computer screen, allowing attorneys to review the training manual, while preparing documents for filing in order to have a step by step directory as to the procedures.

D. NON-ATTORNEY LAW OFFICE STAFF

Law office staff and non attorneys are not eligible for their own login or password, although such staff may attend CM/ECF training.

E. LOGIN AND PASSWORDS

Registration for a password is governed under Paragraph II H. No filing user shall permit his or her password to be utilized by anyone other than himself/herself or an authorized employee. The attorney is responsible for all pleadings filed utilizing their login and password. A filing user shall immediately notify the Clerk by telephone and by facsimile if they learn that their password has been compromised. Filing users may be subject to sanctions for failure to comply with this provision. Attorneys will be provided a login and password. Attorneys will have the ability to change their password within the system. It should be noted that if the password is changed, the staff at the Clerk's Office has no ability to provide attorneys with their password, if the attorney forgets the password.

F. SECURITY

Filing users agree to protect the security of their passwords and immediately notify the Clerk if they learn that their password has been compromised.

G. AUTHORIZED USE OF LOGIN AND PASSWORD

The individual named in the CM/ECF Electronic Filing User Registration Form remains the official recipient of the filing user's password. No filing user or other person may knowingly permit or cause to permit a filing user's

password to be used by anyone other than an authorized agent of the filing user.

H. REGISTRATION

1. A Registration Form attached hereto as Form A is used for local attorneys or Form B will be utilized for out of District attorneys and limited use users and shall be submitted for each filing user. These Forms are also available on the Court website at www.okeb.uscourts.gov.
2. All Registration Forms shall be returned to the United States Bankruptcy Court, Eastern District of Oklahoma, Post Office Box 1347, Okmulgee, Oklahoma 74447, Attention: Debi Anderson.
3. After successful completion of the Court's training program, (including training class and office assignment) or certification by the Clerk in circumstances where an attorney has received certification in another District and has completed the online web based tutorial, read the Administrative Procedures and motion practice, each filing user will receive a System password.
4. The password required to submit documents to the System serves as the filing user's original signature on all electronic documents filed with the Court. The password also serves as a signature for purposes of Federal Rules of Bankruptcy Procedure 9011, other Federal Rules of Bankruptcy Procedure, the Local Rules of this Court and any other purpose for which a signature is required in connection with proceedings before the Court. Electronically filed documents must include the signature block that sets forth the name, address, telephone number and the attorney's bar registration number. In addition, the name of the filing user, under whose login and password the document is submitted must be preceded by a "s/Jane Doe" and typed in the space where the signature would otherwise appear.

I. AGREEMENT TO RECEIVE NOTICE ELECTRONICALLY

Participation in the System by receipt of a password from the Court, shall constitute a request for service and notice electronically pursuant to Federal Rule of Bankruptcy Procedure 9036. Filing users, by receiving a password from the Court, agree to receive notice and service by electronic means and registration as a filing user constitutes:

1. Waiver of the right to receive notice by first class mail or certified mail and consent to receive notice electronically.
2. Waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Federal Rules of Bankruptcy Procedure, 7004. Waiver of service and notice by first class mail or certified mail also applies to notice of an entry of order of judgement, under Federal Rules of Bankruptcy Procedure 9022.

Once registered, a filing user may withdraw from participating in the System by providing the Clerk with written notice of such withdrawal. Upon receipt of written notice, the Clerk will immediately cancel the user's login and will delete the user from any applicable electronic service list. However, this does not authorize an attorney to withdraw as the attorney of record for his or her client. Copies of the written notice must also be provided by the attorney to all registered attorneys/participants, who have appeared in cases in which the withdrawing attorney/participant has appeared in cases which remain open at the time of withdrawal.

J. REVOCATION OF PASSWORD

The Court may revoke a filing user's password and therefore, his or her authority and ability to electronically file documents under any of the following conditions:

1. Failure to comply with any provision of the agreement contained in the filing user's Registration Form.
2. Failure to adequately protect his or her password.
3. Failure to comply with the provisions of these Administrative Procedures for electronically filed cases.
4. Failure to pay fees required for documents filed electronically.
5. Misuse of the System.
6. As a sanction ordered by the Court after notice and an opportunity for hearing.

III. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FILING

Except in an exceptional circumstance which prevents the user from filing electronically, all petitions, motions, memorandums of law or other pleadings and documents to be filed with the Court in connection with a case assigned to the System shall be electrically filed on the System.

B. NON-FILING USERS

Notwithstanding the above requirement, parties and attorneys who are not registered participants in the System are not required to electronically file pleadings and other papers in a case assigned to the System.

C. TIME OF FILING

The System is "real time" therefore, the receipt of filing will show the actual date and time a document was filed in the System. Documents which are electronically filed on the System outside of normal business hours will be deemed filed on the date and time received. For example: If a document is received on November 1, 2003 at 10:00 P.M., the receipt of filing will show that date and time and the document will be deemed filed as of that date and time. Deadlines will not change as a result of this policy. The deadline for filing, unless otherwise specifically set, is midnight of the due date (Central Standard Time).

D. DOCUMENT TITLE

The filing user must designate a title for the document by selecting the appropriate event title from the categories provided in the System. Once a document is submitted, it becomes part of the case docket and only the Clerk's Office can make changes to the entry.

E. ERRORS

A document may be incorrectly filed in the case as a result of attaching the wrong PDF to the docket entry, selecting the wrong document type from the menu or entering the wrong case number and submitting the pleading to the System without correcting the error.

If the filing user discovers an error, he or she should contact the Clerk's Office at 918-758-0126 Ext. 228 or 235 to notify the Clerk's Office of the error. If you are unable to reach these extensions, dial "0" to be directed to another employee. After hours, if you have made an error, please call 759-HELP. If appropriate, the

Court will make an entry indicating that the document was filed in error and the filing user will be notified if he or she should refile the document or if a corrective entry needs to be made. **Do not refile the document without contacting the Clerk's office.**

F. EMERGENCY PLEADINGS

Emergency motions, complaints for temporary restraining orders and supporting pleadings and objections thereto, may be filed electronically but the filer must contact the Judge's Law Clerk at 918-758-0366; if unavailable, contact the Courtroom Deputy at 918-758-0126 Ext. 226 to advise simultaneously with the transmission. If the transmission is made after 4:30 p.m., the telephone call must be made by 9:00 A.M. the following work day.

G. CONSEQUENCE OF ELECTRONIC FILING

1. Electronic transmission of the documents with the CM/ECF System or the docketing of an event on the System consistent with these rules, together with the transmission of a notice of electronic filing from the Court, constitutes filing of the documents for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court, and constitutes entry of the document or event on the docket kept by the Clerk under Federal Rules of Bankruptcy Procedure 5003.
2. When a document has been either filed electronically, filed conventionally and subsequently imaged, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed or event docketed.

H. SYSTEM FAILURE

If the Court's electronic filing equipment is inoperable at the time of the deadlines for filing any paper, the filing user should submit, as soon as practical thereafter, with the understanding that the late filing will be excused, unless an extension is prohibited by law. Filing users may call the Clerk's Office at 759-HELP to determine if the system is inoperable at the COURT site or if the problem is a result of the filing user's equipment malfunction. If the late filing is due to the filing user's electrical filing equipment being inoperable, the filing user should submit as soon as practical thereafter, with the understanding that the Judge will make a determination if circumstances justify

an excused late filing. If either the Court's or the filing user's electronic filing equipment is temporarily inoperable, the filing user should submit a paper filing, in order to satisfy an immediate deadline in a pending case. Permission may be obtained to fax the pleading if it is due immediately or it may be mailed if it is not immediately due.

I. SERVICE

Whenever a document is filed electronically in accordance with the electronic filing procedures, the System will automatically generate a Notice of Electronic Filing at the time of docketing, and the Notice will be automatically sent to all parties in the case who are registered users in the System.

If the recipient of Notice for Service is a registered attorney/participant in the System and service upon that attorney/participant is permitted by first class mail under applicable Bankruptcy Rules, the Notice of Electronic Filing automatically generated by the System and sent to the attorney/participant, shall be the equivalent of service of the document by first class mail, postage prepaid.

The filing user shall serve the document upon all persons entitled to Notice for Service in accordance with the applicable rules who are not participants in the System and file a Certificate of Service in accordance with Paragraph III J.

Service of a Summons and a Complaint filed in an Adversary Proceeding or Involuntary Bankruptcy Proceeding shall continue to be made pursuant to Federal Rule of Bankruptcy Procedure 7004. Electronic Service is not sufficient service for these pleadings. The Return of Service on the Summons shall be filed electronically.

J. CERTIFICATE OF SERVICE

Whether service of documents is on a registered attorney/participants, in compliance with paragraphs III I or on non-registered parties/attorneys in compliance with Local Rules and Federal Rules, the Certificate of Service is still required for all pleadings. The Certificate must state the manner in which service or notice was accomplished on each party so entitled and must be filed by the filing user within three days following the receipt of the notice of electronic filing provided by the System at the time of filing.

K. DUTY TO FILE ORIGINAL SIGNATURES

1. THE ORIGINAL PETITION, SCHEDULES AND STATEMENTS:

In addition to the electronically filed version of these documents, the filing user must also conventionally file a paper copy of the declaration regarding electronic filing (A copy of the form is attached hereto, as Form C and is included on the Court's website at www.okeb.uscourts.gov) which contains the debtors and counsels actual signatures under oath. The declaration must be signed under oath and must be filed with the Court within 15 days from the date stated on the notice of electronic filing.

As part of the Clerk's duty to maintain records, the Clerk shall retain chronologically all declarations regarding electronic filing that are filed with the Court in accordance with the existing document retention policies.

L. RETENTION REQUIREMENTS

Documents that are electronically filed and require original signatures other than that of the filing user must be maintained in paper form by the filing user for a period of one (1) year, after the case has closed and all time periods for appeals have expired. On request of the Court, the filing user must provide original documents for review.

M. STIPULATIONS / JOINT MOTIONS

In the case of a stipulation, a Joint Motion or other documents to be signed by two or more persons the following procedure shall be used

1. The filing user shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and shall obtain and have in his or her possession the signatures of all parties on the document.
2. The filing user shall then file the document electronically indicating the signatories, e.g., "s/ John Doe or s/ Jane Doe."
3. The filing user shall retain the paper copy of the document containing the signatures for a period of one (1) year after the case is closed. In Adversary Proceedings, the parties shall maintain the original document until after the proceeding is concluded and at least one (1) year, after all time periods for appeals have expired. Upon request,

the signed document must be provided to the other parties or the Court for review.

N. NON-REGISTERED AND PRO SE FILERS

Petitions, lists, schedules, statements, amendments, pleadings, affidavits and other documents which must contain an original signature or which require verification under Federal Rule of Bankruptcy Procedure 1008, or an unsworn declaration as provided in 28 USC §1746 must be filed in paper form with both signatures. These documents will be scanned so they may be filed electronically in the System. The original petition carrying the debtor's signature in pro se cases shall be maintained in the Clerk's Office after scanning.

O. FEES PAYABLE TO THE CLERK

All documents requiring a filing fee that are filed in the System must be paid electronically by the filing user by entering a debit card or approved credit cards which will be the only acceptable method for payment of such fees. Payments of the filing fee shall be made on the date the document is submitted to the Court. Failure to make payment within 24 hours of the filing will result in the filing user being automatically locked out of the System. Filers will not be able to file additional pleadings until the payment is made and filer is allowed back in the system.

P. PROOF OF CLAIMS

Exhibits (20 page limit) in support of a Proof of Claim shall be filed electronically whenever possible and shall be docketed as one event with the Proof of Claim. The exhibits should be electronically imaged and filed in PDF format together with the Proof of Claim. Registered participants shall file proofs of claim electronically.

Q. LIMITED USE PASSWORD

Proof of Claims and Reaffirmation Agreements may be filed electronically by the person obtaining a limited use password from the Clerk's Office. Each participant must complete and sign an Application for Limited Use/Claim Password Form, attached hereto as Form B and available on the CM/ECF section of our website at www.okeb.uscourts.gov. Persons will not be required to be an attorney to receive a limited use password in order to file a proof of claim and reaffirmation agreements.

R. SEALED DOCUMENTS

A Motion to file documents under seal shall be filed electronically without attaching the documents that are subject to the Motion. Contemporaneously, with the filing of the Motion to file documents under seal, the filing user shall conventionally file, in paper format, documents that are to be placed under seal with the Court for its review. If the Motion to File Under Seal is granted, the related documents will be maintained by the Clerk's Office under seal until further ordered. The Order of the Court authorizing the filing of such documents under seal will be entered electronically by the Clerk's Office and a paper copy of the Order shall be attached to the documents and under seal.

S. MOTIONS

The following procedure, which is outlined in more detail on the Court's web site, should be utilized for the motion practice. Forms regarding the motion practice are also available on the web site.

Prepare your motion in Word Perfect or Microsoft Word and save as a PDF document. Go to the Court's web page at www.okeb.uscourts.gov and print the local form listed for your motion. The filing users may obtain the objection deadline date and hearing date from the web page. Utilize those dates to fill in on the Notice of Motion. The filing user will then log in to CM/ECF and file the motion under the heading of Bankruptcy or Adversary, then motions and attach the PDF motion, then file the notice under the heading Bankruptcy or Adversary then notices and attach your PDF notice. The motion and notice will be electronically mailed to all parties that have elected to receive electronic notice and the attorneys will need to print the electronic notice and mail via U.S. Mail, the paper motion and notice to any party that does not receive electronic notice. The attorney will then prepare a Certificate of Mailing of the Motion and the Notice and save as a PDF document and file the Certificate of Mailing.

The attorney will schedule the motion for a hearing and if no objection is filed to a motion, (and it is not any motion that requires a hearing) then the hearing will be taken off of the docket without further notice. If an objection is submitted, all parties shall be prepared to attend the hearing as no further notice of the hearing will be mailed.

Application for Compensation Procedure will be handled in the same fashion as the motion procedure with specific

guidelines regarding the Application for Compensation outlined on our web site at www.okeb.uscourts.gov.

T. ORDERS

Pursuant to Local Rule 9072-1, proposed order granting the relief requested shall be presented to the Clerk when a motion is filed. The proposed order must conform to the following format requirements:

1. The top margin of the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one inch.
2. To assist the court in verifying that the "entire" body of the submitted order has been properly transmitted, the LAST LINE in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is completed.
3. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.
4. All orders prepared by legal counsel shall indicate the name of the law firm, name and bar number of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order after the line containing the three (3) pound symbols.
5. All proposed orders must contain the language "the Movant Shall Notify All Interested Parties Of This Order".
6. **Orders must be submitted using this format beginning March 1, 2004. All orders must comply with this format, whether or not attorneys are filing electronically.**

U. SUBMITTED ORDERS

Electronically submitted orders shall not be combined with the application or motion. The application or motion must be entered on the docket prior to submitting a proposed order to the Court. Do not attempt to file a pleading which contains an order in the body of the pleading.

V. TEXT ORDERS

The Court will be issuing text orders, which will not include a separate document signed by the Judge. The

entry of the text on the docket sheet will take the place of a signed order. A text order will be identified by the Statement "This notice of Electronic Filing is the official Order for this entry. No document is attached. And IT IS SO ORDERED S/JUDGE TOM R. CORNISH". Whatever form an order of the Court takes, it will still have the same power and effect as paper orders signed by the Judge.

The moving party will be required to print the text order and mail it to any party not receiving electronic notice.

IV. PUBLIC ACCESS TO THE SYSTEM

A. INTERNET ACCESS

Although any person can retrieve and view documents in the System and access information from it without charge at the Clerk's Office, electronic access to the System for viewing purposes is otherwise limited to subscribers to the Public Access to Court Electronic Records System (PACER) and, in accordance with the Ruling of the Judicial Conference of the United States, a user fee will be charged for accessing certain detailed case information, such as reviewing filed documents and docket sheets but excluding review of calendars and similar general information. A PACER login and password can be secured by contacting the PACER Service Center to establish an account. Registration may be made on line at <http://PACER.psc.uscourts.gov> or by calling the PACER Service Center at 800-676-6856.

B. PUBLIC ACCESS AT THE COURT

The public will have electronic access at the Clerk's Office during regular business hours (8:30 - 4:30) for viewing the docket sheet and documents filed in the System.

C. CONVENTIONAL COPIES AND CERTIFIED COPIES

Conventional and certified copies of electronically filed documents may be purchased at the Clerk's Office during regular business hours. The fee for copying and certification will be in accordance with provisions 28 U.S.C. §1930.

V. **MISCELLANEOUS MATTERS**

A. **FILING OF PLAN WITH PETITION**

When filing a Chapter 13 Petition, if the Plan is submitted for filing at the same time as the Petition, by uploading the Plan at the time the Petition is submitted, then the Clerk's office will mail the plan to all of the creditors. If the Plan is not submitted at the same time as the Petition, then it will be the attorney's responsibility to mail the Plan to the creditors.

B. **DEFICIENT FILINGS**

If the debtor fails to timely file all the pleadings necessary to initiate the case and as required by the Bankruptcy Code and Bankruptcy Rules under Rule 1007, then the United States Trustee is deemed to have filed a Motion to Dismiss the bankruptcy case pursuant to the appropriate provision of the Bankruptcy Code and Rules of Bankruptcy Procedure under Rule 1017. The bankruptcy case will be dismissed without further notice and a hearing if the deficiencies specified in the ***Notice of Deficient Filing issued by the Court when the case is filed** are not corrected within the time period set forth in the notice. At any time before the date set for entry of an Order of Dismissal, the debtor

(1) may file a Motion requesting a hearing at which debtor shall show cause why the case should not be dismissed for deficiencies or

(2) may file a Motion and proposed order seeking an extension of time to file deficiencies.

*The Notice will give debtors 15 days to request a hearing, file a Motion to Extend time or file their schedules or the case will be dismissed.

C. **ENTRY OF APPEARANCE**

When filing an Entry of Appearance on behalf of a creditor, you must list the creditor's complete name and address on the Entry of Appearance.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF OKLAHOMA



Electronic Filing System Attorney Registration Form

This form shall be used to register for an account on the Court's Test Electronic Filing System. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Filing System. The following information is required for registration:

First/Middle/Last Name: _____

Last 4 Digits of SSN: _____

Bar ID #: _____

Law Firm Name: _____

Law Firm Address: _____

Law Firm Web Site: _____

Law Firm PACER ID: _____

Telephone #: _____

Fax #: _____

E-MAIL Addresses: _____

Electronic Filing System Attorney Registration Form

By submitting this registration form, the undersigned agrees to abide by the following rules:

- 1) In naming fictitious debtors, creditors, attorneys, and other persons, the undersigned will use good taste and not knowingly use the name of a person or legal entity in a context that might be deemed scandalous or embarrassing or demeaning, disrespectful or libelous of such person or entity. The undersigned will not file any document in the test database that contains any matter that might be deemed scandalous or embarrassing or demeaning, disrespectful or libelous to any person or entity.

- 2) The unique password issued to an attorney registered to use the ECF test system identifies that attorney to the court each time that the attorney logs on to the ECF test system. The use of an attorney's password serves as and constitutes the signature of the attorney for purposes of the agreement made in this document on any filing in the test database using that attorney's password. Therefore, an attorney must protect and secure the password issued by the court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to notify the court immediately. The court will thereafter immediately delete that password from the electronic filing test system and issue a new password.

Applicant's Signature

Date

Please return completed form to:

Therese Buthod
United States Bankruptcy Court
Eastern District of Oklahoma
P.O. Box 1347
Okmulgee, OK 74447

- or -

Fax completed form to:

918.756.9248

**United States Bankruptcy Court
Eastern District of Oklahoma**

**ELECTRONIC CASE FILING SYSTEM
REGISTRATION AND TRAINING WAIVER FORM OR
LIMITED USE CLAIM PASSWORD**

If you have completed the training required to access the ECF system for the United States Bankruptcy Court in another district or you wish limited use access to the ECF system you may complete this form to receive a login and password without completing a four hour class. Full participants will need to complete an online exercise and review the Administrative Procedures for CM/ECF as well as motion and order practice, as they may differ from procedures in the court where you received your training.

Access Requested: Full Participant **Skip directly to Section 2.**

Limited Use Participant **Complete Sections 1 and 2.**

Section 1. IF YOU WISH TO BE A LIMITED USE PARTICIPANT:

Attorney

I affirm that I am admitted to practice in the United States Courts for the _____
District of _____(State), That I desire to file pleadings in the Eastern District of
Oklahoma and I have made Application to appear Pro Hac Vice and presented the appropriate fee
to the U.S. District Court for the Eastern District of Oklahoma.

Creditor (non-attorney)

I affirm that I am authorized to prepare and file Proof of Claims on behalf of _____
_____ and/or am authorized to execute and submit Reaffirmation
Agreements on behalf of _____.

Section 2. ALL APPLICANTS MUST COMPLETE THE FOLLOWING:

First/Middle/Last Name: _____

Last Four digits of Social Security Number: _____

Attorney Bar# and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

Fax Phone Number: _____

Internet E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

The System is for use only in cases and proceedings in the United States Bankruptcy Court for the Eastern District of Oklahoma. The System may be used to file and view electronic documents, docket sheets, notices and other information.

Each attorney desiring to file pleadings or other paper electronically must complete and sign a Registration Form. If an attorney, an attorney's password combined with the user's identification login serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the login and password after it is issued by the Court. If there is any reason to suspect the login and password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the Court. The Clerk of Court will immediately delete the password from the System and issue a new password.

Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy

FORM B

Procedure 9011.

The Registered Attorney is responsible for any applicable fees required in conjunction with filings made using the assigned account and shall pay those fees on line using the credit card payment module of the System. Failure to do so may result in temporary loss of access to the System

This registration constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgement. Service as required by Bankruptcy Rule 9014 shall not be perfected by electronic notice.

A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Record ("PACER") Service Center. Although electronic filing is accomplished through the System, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the password issued by the Court. To register for PACER, a user must follow direction for registration available on the PACER web site (www.pacer.psc.uscourts.gov).

By this registration, the undersigned, has read and agrees to abide by all of the rules and regulations in the Order Regarding Procedural Rules for Electronic Case Filing and Administrative Procedures for CM/ECF currently in effect and any changes or additions that may be made to such administrative procedures in the future.

I currently meet and will continue to meet all hardware and software requirements promulgated by the court for system use. I understand that the current minimum requirement for filing documents are: a personal computer such as windows 95, 98, 2000, NT, Millennium or Macintosh. A PDF - Compatible word processor software. High-Speed Internet access, if available. Internet Explorer, Netscape Navigator, Adobe Acrobat PDF "Writer" or Software to convert documents to PDF. Scanning equipment may be necessary to create electronic images not in the word processing system.

I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password and all documents bearing the signature of any signer on whose behalf I file a document using my password for a period of one year after the case is closed.

I understand that I must submit to the clerk's office a completed Declaration regarding Electronic Filing of Petition and Schedules form for every new case filed.

I understand that it is my responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.

FORM B

Please return to: **U.S. Bankruptcy Court
Eastern District Oklahoma
CM/ECF
POB 1347
Okmulgee OK 74447**

Applicant Signature

Date

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF OKLAHOMA

In re:

Debtor

Case No.

Joint Debtor

DECLARATION RE: ELECTRONIC FILING OF
PETITION, SCHEDULES & STATEMENTS

PART I - DECLARATION OF PETITIONER

I [We] and
the undersigned debtor(s), hereby declare under penalty of perjury that the information I have given my attorney and the information provided in the electronically filed petition, statements, and schedules is true and correct. I consent to my attorney sending my petition, this declaration, statements and schedules to the United States Bankruptcy Court. I understand that this DECLARATION RE: ELECTRONIC FILING is to be filed with the Clerk once all schedules have been filed electronically but, in no event, no later than 15 days following the date the petition was electronically filed. I understand that failure to file the signed original of this DECLARATION will cause my case to be dismissed without further notice.

[] [If petitioner is an individual whose debts are primarily consumer debts] I am aware that I may proceed under chapter 7, 11, 12 (when available) or 13 of Title 11 United States Code and understand the relief available under each such chapter. I request relief in accordance with the chapter specified in this petition. I declare under penalty of perjury that I have read and signed a completed Form B21 Statement of Social Security Number, and that the information on the form is true and correct.

[] [If petitioner is a corporation or partnership] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

[] [If petitioner files an application to pay filing fees in installments] I certify that I completed an application to pay the filing fee in installments. I am aware that if the fee is not paid within 120 days of the filing date of filing the petition, the bankruptcy case may be dismissed and, if dismissed, I may not receive a discharge of my debts.

Dated:

Signed: Applicant

Joint Applicant

PART II - DECLARATION OF ATTORNEY:

I declare under penalty of perjury that I have reviewed the above debtor's petition and that the information is complete and correct to the best of my knowledge. The debtor(s) will have signed this form before I submit the petition, schedules, and statements. I will give the debtor(s) a copy of all forms and information to be filed with the United States Bankruptcy Court. I further declare that I have examined the above debtor's petition, schedules, and statements and, to the best of my knowledge and belief, they are true, correct, and complete. If an individual, I further declare that I have informed the petitioner that [he or she] may proceed under chapter 7, 11, 12 (when available) or 13 of Title 11, United States Code, and have explained the relief available under each such chapter. If an individual, I further declare that the debtor(s) have read and signed a completed Form B21 Statement of Social Security Number, and that I shall retain the form for a period of one (1) year following the closing of the case. This declaration is based on all information of which I have knowledge.

Dated:

Signed: Attorney for Debtor(s)