

United States Bankruptcy Court  
Northern District of Texas

**ELECTRONIC CASE FILING SYSTEM  
REGISTRATION FORM**

**PLEASE TYPE**

This form shall be used to register for accounts on the Courts' Electronic Filing (CM/ECF) system. Registered attorneys will have privileges to both electronically submit documents and view or print documents electronically submitted and docket sheets that are available through the CM/ECF system. The following information is required for registration:

Please select the type of access you will need below:

Attorney

Trustee

First/Middle/Last Name:

Last Four Digits of Social Security Number:

Attorney Bar # and State:

Firm Name:

Firm Address:

Phone Number:

FAX Number:

Internet E-Mail Address:

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

1. The system is for use only in cases designated by the U.S. Bankruptcy Court for the Northern District of Texas. The system may be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney/participant who wishes to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney/participant's password issued by the court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant 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, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to ensure the password is correctly administered. The court will not be responsible for maintaining user passwords.
3. 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 Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.

4. I understand that it is my responsibility to pay any and all fees for transactions made in the Electronic Case Filing System in accordance with the U.S. Bankruptcy Court's Fee Schedule and Administrative Procedures, and failure to do so may result in temporary loss of my login to the System.
5. Registration as a Filing User 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 Federal Rule of Bankruptcy Procedure 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 Federal Rule of Bankruptcy Procedure 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 judgment. Notice by electronic means is complete as set forth in the Administrative Procedures notwithstanding Federal Rule of Bankruptcy Procedure 9036.
6. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, 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 complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
7. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Place a checkmark next to the method in which you would like to receive your login and password.

Send my login and password via first-class mail to the address provided above.

Send my login and password via E-mail to the E-mail address provided above.

I will pick up my password in person at the Clerk's office.

Check here to activate the E-mail Notification of Filing Feature when login is issued.

Check here if you are already a certified ECF filer in another district.

District/State: \_\_\_\_\_

**If you are a certified ECF filer in another district, please identify the state and district in which you are certified.**

Please return this form along with the completed Connectivity Exercise (if required) to:

**United States Bankruptcy Court  
Northern District of Texas  
Attn: ECF Registration  
1100 Commerce St., Room 1254  
Dallas, TX 75242**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Participant Signature

**UNITED STATES BANKRUPTCY COURT  
Northern District of Texas**

**Connectivity Certification**

**Texas Northern CM/ECF Internet Training Web Sites:**

CM/ECF Training Database: <http://ecf-train.txnb.uscourts.gov>  
CM/ECF Attorney Tutorial: <http://www.txnb.uscourts.gov/ecf/tutorial/index.html>  
Court Website: <http://www.txnb.uscourts.gov>

Name of Participant: \_\_\_\_\_  
Law Firm: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Training Date: \_\_\_\_\_

Complete one of the following exercises while accessing the CM/ECF Training System from your office. Use PDF's of actual documents if at all possible. Choose from one of the following three exercises listed below to complete your connectivity confirmation.

**Exercise 1 - Debtor Attorneys**

This exercise is to be completed by attorneys who primarily represent debtors in bankruptcy proceedings.

" Open a chapter 7 bankruptcy petition with two deficiencies: Schedule B and Statement of Financial Affairs. Write your case number in the space provided below.

Case Number: \_\_\_\_\_

" Upload the creditor matrix and assign the judge and trustee.

" In the case opened, docket a motion to avoid lien.

" Docket a response to the above-mentioned motion.

" Open an adversary proceeding for the above-mentioned bankruptcy case. Write the case number in the space provided below.

Adversary Number: \_\_\_\_\_

## **Exercise 2 - Creditor Attorneys**

This exercise is to be completed by attorneys who primarily represent creditors in bankruptcy proceedings.

In case number **02-39456...**

- " File a Motion for relief from stay for one of your clients.
- " File a response to the above-mentioned motion.
- " Open an adversary proceeding for the above-mentioned bankruptcy case. Write the case number in the space provided below.

Adversary Number: \_\_\_\_\_

## **Exercise 3 - Creditor Filers**

This exercise is to be completed by creditor filers who primarily file proofs of claims.

In case **02-39088...**

- " File a Notice of Appearance and Request for Notice.
- " Add yourself as a creditor in each case in the format:

Your Company Name  
CO Your Name  
Your Company Address

- " File a Proof of Claim.

## **Exercise 4 - Chapter 7 Trustees**

In case **02-30899...**

- " File an application to employ in the above-mentioned case.
- " File a motion to dismiss in the above-mentioned bankruptcy case.
- " File a response or objection to the above-mentioned motion.

**Once completed, please mail this sheet along with the appropriate registration form(s) to:**

**U.S. Bankruptcy Court  
Attn: ECF Registration  
1100 Commerce St., Room 1254  
Dallas, TX 75242**

**Please E-mail questions/comments to [ecftraining@txnb.uscourts.gov](mailto:ecftraining@txnb.uscourts.gov)**