

FORM A

**United States Bankruptcy Court
for the Middle District of Pennsylvania**

**ELECTRONIC CASE FILING SYSTEM ATTORNEY REGISTRATION FORM
PLEASE TYPE**

This form shall be used to register for accounts on the Court's Case Management/Electronic Case Filing (CM/ECF) system. Registered attorneys will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents available for cases assigned to the CM/ECF system. The following information is required for registration:

First/Middle/Last Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____ FAX Phone Number: _____

Internet E-Mail Address: _____

Additional E-Mail Address: _____

Does your E-Mail Software support HTML messages? Yes _____ No _____

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

1. The CM/ECF system is for use only in cases designated by the U.S. Bankruptcy Court for the Middle District of Pennsylvania. The CM/ECF system may be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. Additionally, attorneys must complete a Credit/Debit Card Authorization Form unless they represent the federal government. An attorney's password issued by the Court combined with the user's identification (login), serves as and constitutes the attorney's signature. Therefore, an attorney 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 to immediately notify the Court. The Court will immediately delete the password from the electronic filing system and issue a new password, if appropriate.
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 hereby authorize the U.S. Bankruptcy Court to make charge upon the credit card I have provided for any applicable fees required in conjunction with filings I make. I understand that it is my responsibility to provide the Court with any changes to my credit card information, i.e. a new expiration date, 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 general Order 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 general Order, *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.

Please return to: U.S. Bankruptcy Court, Middle District of Pennsylvania
 Attn: ECF Attorney Registration, Susan Frisch
 274 Max Rosenn U. S. Courthouse, 197 South Main Street,
 Wilkes-Barre, PA 18701

 Date Attorney Signature

Your login and password will be sent to you by the Clerk's Office by regular, first-class mail or you may pick it up in person at the Wilkes-Barre courthouse. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

Firm Address: _____

How did you learn about CM/ECF?

Judge Internet Court Employee Journal Newspaper
 Court Mailing Attorney
 Other (please specify) _____

If you are a Filing User in another federal electronic case filing system and wish to use that log-in for our Bankruptcy Court ECF system, please provide it **here**: _____.

If you are a Filing User in another bankruptcy court's electronic filing system and wish to take a test rather than attend in-person training at the courthouse, please provide a screen shot of your "Maintain User Account" screen from that court's system as verification of your status as a Filing User.

THIS SECTION IS FOR COURT USE ONLY. DO NOT ENTER ANY INFORMATION BELOW.

APPROVED BY: _____ **DATE:** _____

LOGIN: _____ **PASSWORD:** _____

(This form contains sensitive password information. Please secure properly.)