



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TEXAS

ELECTRONIC CASE FILING SYSTEM  
CREDITOR REGISTRATION APPLICATION

AGENT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_

PRIMARY E-MAIL ADDRESS: \_\_\_\_\_

1. I understand that use of the password to be obtained pursuant to this Application (my password) to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of documents filed by use of my password, for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure and any applicable non bankruptcy law.
2. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court immediately.
3. I agree to abide by all of the rules and regulations in the Local Rules of Bankruptcy Procedure, Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means and any General Orders currently in effect, and any changes or additions that may be made to these procedures in the future.
4. Without the express permission of the Court, I may file electronically ONLY the following types of documents:
  - a. Proof of Claim, with related exhibits (event name: File Claim)
  - b. Creditor's Notice of Transfer/Assignment of Claim)
  - c. Creditor's Withdrawal of Claim
  - d. Request for Notice by Creditor
  - e. Reaffirmation Agreement
  - f. Application for Payment of Unclaimed Funds
5. Without the express permission of the Court, I understand that I may NOT file by electronic means any document which requires a filing fee
6. I understand that I may NOT file electronically any document that requires the filer to be admitted to practice before the United States District Court for the Eastern District of Texas.
7. I understand that I must already have a valid PACER account.
8. I understand that, as a minimum in my ECF Account, I must:
  - a. maintain a valid primary e-mail address
  - b. elect to receive Notices of Electronic Filing, individually or in summary, via e-mail in cases in which I am involved

I request that the U.S. Bankruptcy Court, Eastern District of Texas, issue me a login and password so that I can use the Court's Electronic Case Filing System (CM/ECF). My signature on this registration form indicates that I have read and understand the requirements stated herein.

\_\_\_\_\_  
CREDITOR SIGNATURE

\_\_\_\_\_  
DATE

**CLERK'S OFFICE USE ONLY**

TRAINING DATE: \_\_\_\_\_ by \_\_\_\_\_ WORK REVIEW DATE: \_\_\_\_\_ by \_\_\_\_\_

INITIAL ACCESS INFORMATION: LOGIN \_\_\_\_\_ INITIAL PASSWORD \_\_\_\_\_

Send completed registration to any one of these addresses:

United States Bankruptcy Court  
Suite 300B  
660 North Central Expressway  
Plano, Texas 75074

United States Bankruptcy Court  
Suite 100  
300 Willow Street  
Beaumont, Texas 77701

United States Bankruptcy Court  
9th Floor  
110 North College Ave  
Tyler, Texas 75702