



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TEXAS

ELECTRONIC CASE FILING SYSTEM  
ATTORNEY REGISTRATION FORM

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

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

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

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

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

STATE BAR ID: \_\_\_\_\_ STATE OF \_\_\_\_\_

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 any petitions, schedules, statements, matrices, declarations, verifications, pleadings or other papers or 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 and acknowledge my obligation to transmit to the Bankruptcy Court the "Declaration For Electronic Filing" as required by Appendix 5005 to the Local Rules of Bankruptcy Procedure which establishes the "Administrative Procedures for the Filing, Signing and Verifying of Documents by Electronic Means".
3. 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.
4. I agree to abide by all of the rules and regulations pertaining to the filing, signing and verifying of documents by electronic means as expressed in the Local Rules of Bankruptcy Procedure and any appendix thereto, as such may be amended from time to time.
5. I consent to receipt of notice and/or service from the Court or from an interested party by electronic means in lieu of my right to receive such notice and /or service by first class mail, postage prepaid, except with regard to the service of process of a summons and complaint in an adversary proceeding under Fed.R.Bankr.P. 7004 or the service of a subpoena under Fed.R.Bankr.P. 9016.
6. I certify that I will pay by credit card over the Internet for any fees incurred, as instructed in the On-Line Credit Card Payment Guide.
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.

\_\_\_\_\_  
ATTORNEY 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