

United States Bankruptcy Court
Northern District of Texas

**Electronic Case Filing (ECF) System
Registration Form**

(To be completed by attorneys and trustees ONLY)

PLEASE TYPE

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:

State Bar # and State:

Firm Name:

Firm Address:

Phone Number:

FAX Number:

E-Mail Address:

FOR OFFICE USE ONLY

Account Created Date: _____

Technician: _____

Quality Check Date: _____

Quality Checked By: _____

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 case documents electronically.
2. Each attorney/trustee who wishes to electronically file pleadings or other papers must complete and sign a Registration Form. An attorney/trustee's password issued by the court combined with the user's identification (login), serves as and constitutes the attorney/trustee's signature. Therefore, an attorney/trustee 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 or in instances of a resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/trustee to ensure the password is deactivated. The court is 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 or trustee who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney or trustee 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 ability to file documents electronically.
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 filing user accesses court information 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 to access online court information. To register for PACER, a user must complete the online form or submit a registration form which is 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.
8. By this registration, the undersigned agrees they have complied with admission requirements to practice before the Northern District Court pursuant to Local Rule 83.7. If the undersigned does not agree, the Northern District Bankruptcy Court will NOT issue the attorney/trustee a login and password to access the Electronic Filing System.

☐ Check here if you are already an authorized ECF filer in another Bankruptcy Court.

Bankruptcy Court/State: _____

(If you are an authorized ECF attorney or trustee filer in another Bankruptcy Court, please identify the state and district in which you are authorized. Also enclose a copy of your completion certificate or other documentation to confirm your status as an electronic filer (i.e. Screen capture of your ECF account from the issuing court, email from court assigning login and password, or an Electronic Notice of Filing of a document you filed in another bankruptcy court.))

Please return this form along with the completed Connectivity Exercise form to:

ecfhelp@txnb.uscourts.gov (48 hour turnaround)

Or mail to:

United States Bankruptcy Court

Northern District of Texas

Attn: ECF Registration

1100 Commerce St., Room 1254 Dallas, TX 75242

(7-10 days)

By signing below, I hereby affirm under oath and penalty of perjury that I am an attorney or trustee admitted to practice law or serve as a trustee in the Northern District of Texas, or otherwise admitted to appear pro hac vice in case no. _____.

Date

Attorney/Trustee Signature

UNITED STATES BANKRUPTCY COURT
Northern District of Texas

Connectivity Certification

Texas Northern CM/ECF Internet Training Web Sites:

CM/ECF Training Database: <https://ecf-train.txnb.uscourts.gov/>

Court Website: <http://www.txnb.uscourts.gov>

Name of Attorney/Trustee: _____

Firm Name: _____

Phone Number: _____

Date Attended Class: _____

Complete one of the following exercises using the CM/ECF Training System. Use the information provided in the PDFs that were provided to you prior to class.

Exercise 1 - Debtor Attorneys

This exercise is to be completed by attorneys who primarily represent debtors in bankruptcy proceedings and attended the debtor attorney class.

- ☐ Open a chapter 7 bankruptcy case using file new bankruptcy case. Write your case number in the space provided below.

Case Number: _____

- ☐ Upload the list of creditors in .txt format
- ☐ Assign the judge and trustee
- ☐ File Form 21 electronically
- ☐ File the Employee Income Records
- ☐ File the Credit Counseling Certificate
- ☐ Docket a Motion to Avoid Lien in this case
- ☐ Upload a proposed order regarding the Motion to Avoid Lien

Exercise 2 - Creditor Attorneys

This exercise is to be completed by attorneys who primarily represent creditors in bankruptcy proceedings and attended the creditor attorney class.

In case number 09-30023....

- ☐ File a Proof of Claim
- ☐ File a Motion for Relief from Stay for the client listed in your Proof of Claim
- ☐ File a Notice of Hearing for the above-mentioned motion (use the Court's self-scheduling procedures to obtain a hearing date and time)
- ☐ Upload a proposed order regarding the Motion for Relief
- ☐ Open an adversary proceeding for the above-mentioned bankruptcy case. Your client, listed on your Proof of Claim form and in your Motion for Relief from Stay, will be the plaintiff. The debtor will be the defendant. Write the case number in the space provided below.

Adversary Number: _____

Once completed, please mail or e-mail this form along with the appropriate registration form(s) to:

ecfhelp@txnb.uscourts.gov
(48 hour turnaround)

Or mail to:

U.S. Bankruptcy Court
Attn: ECF Registration
1100 Commerce St., Room
1254 Dallas, TX 75242
(7-10 days)

