

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

**Electronic Case Filing System
Financial Management Course Provider
Registration Form**

This registration form is for an entity who requests to file Financial Management Certificates in the Court's Electronic Filing System. **Entity** is the name of the agency on whose behalf an employee or agent is to be issued a login and password and authorized to file Financial Management Certificates ONLY.

Entity Name: _____

Entity Federal Tax ID# (**REQUIRED**): _____

The undersigned certifies under penalty of perjury that he or she is properly authorized to submit this Registration Form on behalf of the **Entity** identified above. By submitting this registration form, the **Entity** agrees to adhere to the terms and conditions specified on this form. **This section must be filled out by an officer or manager in the organization (REQUIRED).**

Date: _____

Signature: _____

Print Name: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Mailing Address: _____

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

1. By signing the registration form, the **ENTITY** indicates (1) their understanding of Federal Rule of Bankruptcy Procedure 9011, 1007(b)(7) and I8 U.S.C. §152 and 357I and (2) their agreement to follow the Court's orders and procedures regarding the electronic filing of documents and associated exhibits.
2. **FILERS** must protect and secure the password issued by the court. No **FILER** registered to use the ECF system shall knowingly permit or cause to permit the password they assigned to be utilized by any other person. If any reason exists to suspect the password has been compromised in any way, it is the duty of the **FILER** to notify the court immediately. If the **FILER** ceases to be an employee of the **ENTITY** on whose behalf the **FILER** was authorized to file electronically or ceases for any reason to be authorized to file electronically for that **ENTITY**, the **ENTITY** will immediately inform the ECF Registrar that the **FILER** is no longer an authorized filer and will cease using the login and password issued to the **FILER**. If any of the information provided by the **ENTITY** or **FILER** on this form changes, the **ENTITY** or **FILER** will promptly send an amended registration form to the ECF registrar with the then current information.
3. Each time a **FILER** uses the Court's Electronic Filing System to file a document electronically, they are certifying that (1) they are authorized to file the document(s) by the **ENTITY** on whose behalf the document is being filed, (2) the **ENTITY** is the same entity stated on that **FILERS** application to use the ECF system and (3) the individual whose signature appears on the original document(s) has authorized the filing of that document.
4. The use of the login and password constitutes the signature of **ENTITY**. The name of the person filing the document should be typed on the signature line.
5. **FILERS** shall serve any document filed electronically in accordance with the applicable rules.
6. **FILERS** are responsible for adding the correct mailing address to the creditor matrix if the current address is incorrect.
7. **PERSONAL FINANCIAL MANAGEMENT COURSE PROVIDERS ONLY: I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.**

Check here if you are a certified ECF filer in another Bankruptcy District.

Bankruptcy District/State: _____.

If you are a certified ECF filer in another Bankruptcy District, please include proof you are an electronic filer in another Bankruptcy District. Acceptable supporting documentation can be an e-mail from the court assigning you a login and password or a Notice of Electronic Filing (i.e. Welcome/Log in screen, e-mail from court assigning login and password, or Electronic Notice of Filing).

**To receive a login and password to ECF, return completed registration forms to:
ecfhelp@txnb.uscourts.gov.**

Date

Signature