

**United States Bankruptcy Court
Eastern District of Oklahoma**

**ELECTRONIC CASE FILING SYSTEM REGISTRATION
FOR FULL USE ECF PARTICIPANTS, TRAINING WAIVER FORM OR
REGISTRATION FOR LIMITED USE PASSWORD**

If you have completed the training required to access the ECF system in our court or in another district or you wish limited use access to the ECF system, you may complete this form to receive a login and password without attending a training class. Full use participants will need to complete this form, review the CM/ECF Training Waiver Form (Local Form, 5005-1(C)(2), and review the CM/ECF Administrative Procedures for the Eastern District of Oklahoma, as well as this court's local motion and electronic order practice, as they differ from procedures in the other courts where you may have received your training.

This form is used for filing privileges to electronically file documents using the ECF system in this court only. Limited use participants may perform only specific transactions as deemed necessary by this court.

Full Use Attorney Participant **complete Sections 2, 3, 4**

Please Check One
Access Requested:

Pro Hac Vice **complete Sections 2, 3, 4**

Limited Use Attorney and Non-Attorney Participant **Complete Sections 1, 2, 4**

**Section 1. LIMITED USE ATTORNEY AND NON-ATTORNEY PARTICIPANTS
MUST COMPLETE THIS SECTION:**

Attorney (LIMITED USE ATTORNEY PARTICIPANT)

I affirm that I am admitted to practice in the United States Courts for the _____
District of _____ (State) that I desire to file the following types of documents only
(Reaffirmation Agreement; Notice of Appearance; Withdrawal/Transfer of claim; Notices)
in the Eastern District of Oklahoma.

Non-Attorney (LIMITED USE NON-ATTORNEY PARTICIPANT)

I affirm that I am authorized to prepare and/or am authorized to execute and desire to file the
following types of documents only **(Reaffirmation Agreement; Notice of Appearance;
Withdrawal/Transfer of claim; Notices)** on behalf of _____
(Organization).

**Section 2. FULL USE ATTORNEY PARTICIPANTS AND LIMITED USE ATTORNEY
AND NON-ATTORNEY PARTICIPANTS MUST COMPLETE THIS SECTION:**

First/Middle/Last Name: _____

Title: _____

Last Four digits of Social Security Number: _____

Attorney Bar#(s) (Attorney only): _____

All District(s) and State(s) Admitted to Practice Law (Attorney only): _____

Firm or Organization Name: _____

Firm or Organization Mailing Address: _____

City, State, Zip: _____

Voice Phone Number: _____

Fax Phone Number: _____

Internet E-Mail Address: _____

Section 3. FULL USE ATTORNEY PARTICIPANT MUST COMPLETE THIS SECTION:

I am an attorney admitted to practice law in the Eastern District of Oklahoma or I am admitted to practice law in the _____ District of _____ and have filed the proper Application to Appear Pro Hac Vice with the court along with this registration form and have presented the proper fee for Admission Pro Hac Vice made payable to the U.S. District Court of the Eastern District of Oklahoma.

I have read the CM/ECF Training Waiver Requirements for Login and Password for Attorney Trained and Certified in Other Districts (Local Form 5005-1(C)(2)) and the CM/ECF Administrative Procedures for the Eastern District of Oklahoma. I am aware of this court's local motion and electronic order practice.

Section 4. FULL USE PARTICIPANT AND LIMITED USE PARTICIPANT MUST READ AND COMPLETE THIS SECTION:

I certify under penalty of perjury that I am authorized by the above-named firm or organization to submit this registration form, and I understand and agree to adhere to the following:

I understand that the login and password is for use only in cases and proceeding in the Unites States Bankruptcy Court for the Eastern District of Oklahoma.

I understand that each person desiring to file pleadings or other paper electronically in my firm or organization must complete and sign a Registration Form to obtain their own login and password.

I understand that use of my login and password constitutes my signature on electronically filed documents for all purposes, including those under Rule 9011 and 28 U.S.C. §1746 and shall have the same force and effect as if I had affixed my signature on a paper document being filed. Signatures will be indicated by /s/ and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line. Therefore, the login and password on a pleading filed by an attorney must match the signature on the document filed. All pleadings filed by an attorney shall be signed by at least one attorney of record or, if not an attorney, shall be signed by the filer.

I shall protect and secure the login and password issued by the court, and I shall be solely responsible to the court regarding each record entered into the ECF system using my login and password. The login and password will be used only by me and by employees to whom I give authorization. Authorized employees shall review the terms of the registration form and sign a copy for my records. If there is any reason to suspect misuse of the password, it is my duty to change my password and immediately contact the court to report the suspected misuse in writing. The Clerk of Court may issue a new login and password by e-mail only.

I may notify the court to terminate my status as filer at any time in writing. If I cease to be an employee or agent of the organization or firm on whose behalf documents are being electronically filed with the court, or for any other reason cease to be authorized to file electronically on behalf of the firm or organization, I will promptly notify the court in writing.

I shall maintain the accuracy of my account (e.g., mailing address, telephone number, fax number, e-mail address).

I understand that if I fail to notify the court in writing to terminate my status as a filer or fail to maintain the accuracy of my account and as a result, the court receives bounced e-mails and is not able to contact me, my account will be terminated and I will no longer receive notices or access to the ECF system without filling out a new registration form with my updated information.

I understand that electronically filed documents requiring original signatures from any person, including my client and myself must be maintained by me in paper form, bearing the original signatures, for one (1) year after closing of the case or proceeding in which the documents were filed. Upon request, I must provide the original signed documents for review.

I am, as a registered filer, responsible for any applicable fees required in conjunction with filings made using the assigned account and shall pay those fees on line using the on-line payment module of the ECF system the same date the filing is made. Failure to do so shall result in loss of access to the ECF system for filing.

I, (1) consent to receive notice electronically and waive the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; (2) consent to electronic service and waive the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005, except with regard to service of a summons and complaint under Bankruptcy Rule 7004; a Motion initiating a contested matter under Bankruptcy Rule 9014, except as provided in this court’s Local Rule 9014; or a subpoena

under Bankruptcy 9016.

I understand that if I am a limited use Attorney or Non-Attorney participant, filing privileges are narrow in scope. I will only use the ECF system to electronically file the authorized transactions permitted by the court. The court reserves the right to modify these options or add additional options as deemed necessary.

I have read and agree to abide by all of the rules and regulations in the Order Regarding Procedural Rules for Electronic Case Filing and Administrative Procedures for CM/ECF currently in effect and any changes or additions that may be made to such administrative procedures in the future.

I understand that if I have received training in another District I must adhere to the rules and procedures set forth in this court. I may be asked to attend training in this court if my filings are not in compliance with this court's procedures or rules.

I understand that if a limited use Non-Attorney participant, that using my account to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited use participant filing privileges. The limited use Non-Attorney participant filer account is intended for filing the specific transactions as authorized by the court.

I understand that in order to view and retrieve electronic docket sheets and documents available in the ECF system, I will use PACER or the court's Really Simple Syndication (RSS) feed. A PACER login and password may be obtained from the PACER service Center. Registration for a PACER account is available online at <http://pacer.psc.uscourts.gov>.

I currently meet and will continue to meet all hardware and software requirements promulgated by the court for system use. I understand that the current minimum requirement for filing documents are: a personal computer such as windows 95, 98, 2000, NT, Millennium or Macintosh; a PDF - Compatible word processor software; High-Speed Internet access, if available; Internet Explorer, Netscape Navigator, Adobe Acrobat PDF "Writer" or Software to convert documents to PDF. Scanning equipment may be necessary to create electronic images not in the word processing system.

I understand that at any time without advance notice, the court may for cause, sua sponte, terminate my account for any reason and require future documents to be filed conventionally or in any other format specified by the court.

Please return by E-Mail to: **user_registration@okeb.uscourts.gov**

If you have any problems or questions please call 918-549-7200 and ask for assistance with Registration.

Signature of Electronic Filer Applicant

Date