

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON

CASE MANAGEMENT/ELECTRONIC CASE FILES SYSTEM (CM/ECF)
ATTORNEY REGISTRATION FORM

First Name: _____ M.I. _____ Last Name: _____

Firm/Business Name: _____

Mailing Address: _____

Telephone Number: _____

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Primary email address: _____

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Email where you wish to receive court announcements: _____

Send electronic Notice (check one): ☐ Each Filing ☐ End of Day Summary

Send Electronic Notice in the following form (check one):

☐ HTML for Netscape, ISP Mail service, i.e., AOL, Hotmail, Yahoo, etc.

☐ Text for cc: Mail, GroupWise, Outlook, Outlook Express

Other (please list) _____

I am admitted to practice in the Eastern District of Washington: ☐ Yes ☐ No*

I am an active member in good standing: ☐ WSBA Other: _____

I am a registered ECF filer in other districts:

☐ No ☐ Yes (List primary district): _____

I have received ECF training in the Eastern District of Washington:

☐ No ☐ Yes

* Attorneys must be admitted to the Eastern District of Washington prior to application.
If not admitted, please use the Limited Filer Form. Limited claims filer access is available
to those attorneys who are not admitted.

PLEASE ALLOW 24 HOURS TO PROCESS YOUR APPLICATION

I have read, understand, and agree to the following:

1. This access is for use only in cases filed in the U.S. Bankruptcy Court for the Eastern District of Washington.
2. Rule 9011 of the Federal Rules of Bankruptcy Procedure (FRBP) requires that every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to a participant identifies that participant to the Court each time he or she logs onto the CM/ECF System. The use of a participant's password constitutes the signature for the purposes of FRBP 9011 on any document or pleading filed electronically using that participant's password. Therefore, a participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised, it is the duty of the participant to immediately change his or her password through the "Utilities" menu in the CM/ECF system.
3. My signature on this registration form constitutes a request and consent to receive notice, service of pleadings, and other papers by electronic transmission where notice, service of pleadings, and other papers is otherwise permitted by first-class mail.
4. I will adhere to all of the rules and regulations in the Local Bankruptcy Rules for the Eastern District of Washington; General Orders; Administrative Procedures for Electronic Filing and Verification of Documents; and Technical Standards for Electronically-Filed Documents currently in effect, and any changes or additions that may be made to such items. The Court may periodically post announcements and updates to the Court's Web site that are pertinent to CM/ECF practice.
5. I assume all responsibility and liability for the payment of all applicable filing fees due at the time a document is electronically filed.
6. I will maintain and update my contact account information in the ECF system, including my name, law firm or agency, address, telephone number, fax number, and email addresses.

Date

Print or type name of applicant

Applicant's Signature

No electronic signatures will be accepted. Please sign conventionally and submit by mail, fax, or as a scanned attachment to email.

For the quickest response, send completed registration form to: ECFRegistration@waeb.uscourts.gov

If it is not possible to email the form, it can also be mailed to:

*U.S. Bankruptcy Court, Eastern District of Washington
CM/ECF Registration
P.O. Box 2164
Spokane, WA 99210-2164*