

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON

CASE MANAGEMENT/ELECTRONIC CASE FILES SYSTEM (CM/ECF)
LIMITED FILING PRIVILEGES REGISTRATION FORM

This form is to be used by limited filers (creditor, court reporter/transcriber, auditor) to register for filing privileges to electronically file documents using the CM/ECF System in the U.S. Bankruptcy Court for the Eastern District of Washington. The Limited Filer may only perform specified transactions, as set forth in paragraph 9 of this form.

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

Title: _____

Type of Filer: ☐ Creditor ☐ Transcriber ☐ Auditor ☐ Other _____

Firm/Business Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Primary e-mail address: _____

Additional e-mail address: _____

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 a registered ECF filer in other districts:

☐ No ☐ Yes (List primary district): _____

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

☐ Yes ☐ No

PLEASE ALLOW 24 HOURS TO PROCESS YOUR APPLICATION

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

1. I understand that use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under FRBP 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.
2. 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 CM/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 limited filer 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.
3. I may notify the court to terminate my status as a Limited Filer at any time. If I cease to be an employee or agent of the entity 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 entity, I will promptly notify the court.
4. I shall maintain the accuracy of my account (e.g., e-mail address, mailing address, telephone number, fax number) by providing information regarding changes to the court at the registration address provided at the end of the form.
5. I understand that electronically filed documents requiring original signatures from any person other than me, including employees to whom I have given permission to use my password, must be maintained by me in paper form, bearing the original signatures, for five years after closing of the case or proceeding in which the documents were filed. Upon the court’s request, I must provide the original signed documents for review.
6. I agree to adhere to all rules and procedures of the U.S. Bankruptcy Court for the Eastern District of Washington concerning the use of CM/ECF.
7. I agree to comply with the redaction requirements, pursuant to FRBP 9037. I understand that filers, not the court, are solely responsible for redacting documents.
8. I must pay any fees incurred for transactions made in CM/ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.
9. Limited filing privileges are narrow in scope. I will only use CM/ECF to electronically file the following: *proof of claim, assignment/transfer of claim, withdrawal of claim, reaffirmation agreement, transcript, audit report, redemption agreement, request for notices, notice of payment change (3002.1) and petition to claim unclaimed fund, trustee final report (TFR), and trustee distribution report (TDR)*. The court reserves the right to modify these options or add additional options as deemed necessary.
10. I understand that using my Limited Filer account to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filing privileges. The Limited Filer account is intended for performing the specified transactions in Paragraph 9. In order to view and retrieve electronic docket sheets and documents available on CM/ECF, I will use PACER. [Note: 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>. For assistance, call 1-800-676-6856.]

11. If the court determines that limited filers may receive notices electronically, then I expressly consent to receive notice and service of pleadings and other papers by electronic means from the court and other filing users in all cases, except with regard to service of a summons and complaint under FRBP 9014, or a subpoena under FRBP 9016.
12. 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 FRBP 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 the U.S. Trustees of the revocation.
13. At any time without advance notice, the court may, *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.
14. If the terms and conditions change, information regarding the changes will be posted at www.waeb.uscourts.gov. I understand that it is my responsibility as the limited filer to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

Date

Print or Type Name of Filer

Limited Filer Signature

No electronic signatures will be accepted. Please sign conventionally and submit by mail 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 e-mail 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*

(NOTE: A PACER account is necessary for access to files and documents. Register for a PACER account either online at <http://pacer.psc.uscourts.gov>, or by calling 1-800-676-6856.)