

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF PENNSYLVANIA

CASE MANAGEMENT ELECTRONIC CASE FILES (CM/ECF) SYSTEM

PARTICIPANT REGISTRATION FORM

Live System

This form is to be used to register for FULL FILING PRIVILEGES for filing documents via the Internet component of the Case Management/Electronic Case Files system (hereafter CM/ECF), in the United States Bankruptcy Court for the Eastern District of Pennsylvania. A registered participant will have the privilege of filing documents with the Clerk's Office via the Internet.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): \_\_\_\_\_ Bar ID#: \_\_\_\_\_ State of Admission: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

By signing and submitting this registration form, I agree to abide by the following requirements:

1. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper shall be signed by at least one attorney of record and that signatures shall be indicated by "s/" and the typed name of the person signing in the following format: "s/ Jane Smith" on the signature line. My password constitutes my signature.
2. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees to whom I give authorization. I will not knowingly permit my login and password to be used by anyone who is not so authorized.
3. I will immediately contact the Clerk's Office IT Dept at 215 408-2800 ext.2349 to report any suspected compromise of my password.
4. I waive my right to service by personal service or by first class mail and consent to electronic service, except with regard to service of a summons and complaint under Fed.R.Bankr.P 7004. I will receive service of documents and any docket activity electronically pursuant to FRBP 9036, where service of documents is otherwise permitted by first class mail. In so doing, I agree to maintain a current and active e-mail address to receive notification in CM/ECF.
5. I will abide by all of the requirements set forth in the Standing Order of the court and the User's Manual governing electronic case filing relating to the filing, signing, maintaining and verifying of pleadings and papers in the Case Management /Electronic Case Files (CM/ECF) system currently in effect and any changes or additions that may be made later.

\_\_\_\_ I have completed CM/ECF bankruptcy training at the following location \_\_\_\_\_.

\_\_\_\_ My Authorized Employee, \_\_\_\_\_, has completed CM/ECF training on my behalf at  
(Name and Position)  
the following location \_\_\_\_\_.

\_\_\_\_ I have not completed CM/ECF bankruptcy training.

6. I prefer to receive notices in \_\_\_\_\_ HTML format or \_\_\_\_\_ text format.

7. I prefer to receive \_\_\_\_\_ separate notice for each filing or \_\_\_\_\_ a daily summary report of all filings.

\_\_\_\_ I declare, under penalty of perjury, that I am currently admitted to practice before the bar of this court and that I am currently in good standing.

\_\_\_\_ I am a party to a pending action who is not represented by an attorney. The court has permitted me to register as a Filing User in the electronic filing system in the matter of: \_\_\_\_\_ (Caption and Case No.).

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Last 4 Digits of SS#  
(for security purposes)

Mail or deliver this completed form to :

U.S. Bankruptcy Court  
Attn: IT Department  
900 Market St., Suite 400  
Philadelphia, PA 19106-4299

**FOR INTERNAL USE ONLY**

Application processed by \_\_\_\_\_

Deputy Clerk

\_\_\_\_\_ Date Received