

**ELECTRONIC CASE FILING PROTOCOLS**

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH**

June 1, 2011

**Local Rules Updated 12/1/12**

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**ADMINISTRATIVE PROTOCOLS FOR  
ELECTRONIC CASE FILING (ECF PROTOCOLS)**

**I. Eligibility and Registration of Filing Users, and Withdrawal from the ECF System**

A. Eligibility.

1. Represented Parties. Attorneys admitted to the bar of this court (including those admitted under Local Rule 2090-1(b)), United States trustees and their assistants, bankruptcy administrators and their assistants, private trustees, and individuals as the court deems appropriate, must register as Filing Users of the court's Electronic Filing System. Pursuant to DUCivR 83-1.2, attorneys who are members of the Bar of this Court must register annually with Federal District Court to retain their *active* status. Only attorneys who are active and in good standing with the Bar of the Federal District Court may practice in the U.S. District and Bankruptcy Courts. No entities, such as law firms or corporations, may be Filing Users. Registration is in a form prescribed by the clerk as set forth in Subsection IV(A) herein, and requires the Filing User's name, address, telephone number, email address and, in the case of an attorney, a declaration that the attorney is admitted to the bar of this court, or in the case of an attorney admitted under Local Rule 2090-1(b), a copy of the order granting the admission, and an agreement of the Filing User to comply with the court's usage protocols. (Local Rule 5005-2(b).)

2. Limited Filers. Creditors, auditors and transcriptionists may register as Filing Users of the court's Electronic Filing System. A creditor may register on behalf of an agency for limited claim transactions. An auditor may register who is required to conduct audits of debtors pursuant to 28 U.S.C §586(f). A transcriptionist may register who is authorized by the court to file transcripts of court hearings.

B. Registration.

1. Registration Form. A registration form in substantial conformity to the Electronic Filing User Registration Form attached hereto in Section IV must be submitted for each Filing User and requires the Filing User's name, address, telephone number, email address, and a declaration that the Filing User, if an attorney, is admitted to the bar of this court, or in the case of an attorney admitted under Local Rule 2090-1(b), a copy of the order granting the admission, with an agreement of the Filing User to comply with the court's usage protocols posted on the court's website, [www.utb.uscourts.gov](http://www.utb.uscourts.gov), to practice in the District of Utah. Limited filers must provide agency name, address and their direct supervisor's name and telephone number.

2. Registration Submission. Registration forms must be submitted with an original signature. Applicants may fax (801-526-1215) or email ([bankruptcy\\_clerk@utb.uscourts.gov](mailto:bankruptcy_clerk@utb.uscourts.gov)) a registration form to obtain a CM/ECF account. The registration form with the original signature(s) must be mailed or delivered to the Clerk, U. S. Bankruptcy Court, District of Utah, Attention: ECF System Registration, 350 South Main Street, Suite 301, Salt Lake City, Utah 84101 within 7 days. Failure to comply will result in termination of the applicant's CM/ECF account.

3. Training. Each Filing User registering for the Electronic Filing System must be in compliance with the training requirements as outlined on the court's website. The court offers a CM/ECF<sup>1</sup> filing user training program for registering applicants and their staff. Selection and scheduling of applicants for CM/ECF training will be determined by the clerk. Filing users trained in other CM/ECF districts are not required to enroll in training, although training verification may be requested by the court. All filing users trained in other CM/ECF Districts must complete the registration checklist and submit it to the clerk, as well as complete a practical exercise issued by the clerk's office.

4. Log-in and Password. Once registered under Local Rule 5005-2(c) and training is complete, the Filing User will receive notification of a user log-in and password. No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User. (Local Rule 5005-2(b)(3).)

5. Security. Filing Users agree to protect the security of their passwords and immediately notify the clerk if they learn that their password has been compromised. Filing Users should also change their assigned passwords periodically and may do so by using the Utilities menu option in the Electronic Filing System.

6. Authorized Use of Log-In and Password. The individual named in the CM/ECF Electronic Filing User Registration Form remains the official recipient of the Filing User's password. No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

C. Termination of Authority to File Electronically and Withdrawal as a Filing User.

1. Suspension and Termination. The court may temporarily suspend a Filing User's use of the Electronic Filing System for cause without notice and a hearing. After notice and a hearing, the court may terminate a Filing User's use of the Electronic Filing System for cause, including abuse of the Electronic Filing System or failure to comply with these Local Rules or the court's posted usage protocols, and impose such sanctions as are appropriate. (Local Rule 5005-2 (b)(4).)

2. Withdrawal. Once registered, a Filing User may only withdraw from participation in the Electronic Filing System if such rights are suspended or terminated by the court. (Local Rule 5005-2 (b)(5).)

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<sup>1</sup> The CM/ECF acronym refers to the court's Case Management and Electronic Case Filing system.

## II. Electronic Filing

### A. Filing.

1. When Electronic Filing is Required. Except as expressly provided or in exceptional circumstances, a Filing User must file all papers required to be filed with the court electronically. Notwithstanding the foregoing, filers who are not required by these Local Rules to be Filing Users are not required to electronically file papers in a case or proceeding assigned to the Electronic Filing System. (Local Rule 5005-2 (a).)

2. Filing of Papers. Unless ordered otherwise, all Filing Users (as defined in Local Rule 5005-2(b)) must file all papers required to be filed with the court electronically. Filers who are permitted by these Local Rules to file in paper format should file all pleadings, motions, proposed orders, and other papers with the clerk at the office of record in Salt Lake City, defined in Local Rule 5001-1(a), during the hours of business set forth in Local Rule 5001-1(b); provided, however, that when court is in session elsewhere in the district, such papers may be filed with the clerk or with the court at the place where court is being held. In extraordinary circumstances, the court may permit the filing of such papers with a judge or other court officer (Local Rule 5005-1 (a)).

3. Date-Stamped Copies. A non-Filing User may, at the time of filing, present to the clerk a copy of the paper filed and request the clerk to imprint the clerk's date stamp on the copy. The date-stamped copy is prima facie evidence that the original was filed with the clerk on the date indicated by the clerk's stamp. An electronic receipt produced by CM/ECF is prima facie evidence of electronically filed documents (Local Rule 5005-1 (b)).

4. Attachments and Exhibits. Filing Users must submit in electronic form all documents referenced as exhibits or attachments, unless the court permits conventional filing. A Filing User must submit as exhibits or attachments only those excerpts of the referenced documents that are germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Filing Users who file excerpts of documents as exhibits or attachments under this rule do so without prejudice to their right to timely file additional excerpts or to file the complete document electronically. Responding parties may timely file additional excerpts electronically or complete documents conventionally that they believe are germane (Local Rule 5005-2 (d)).

5. Accuracy of Docket Entries. Filing Users are responsible for designating a title for the electronically filed document using one of the options provided in the system, e.g., motion, application, etc., and for accurately entering the information required by the Electronic Filing System.

6. Limited Filing Events. Limited filers will be allowed access to specific events listed on the Limited Filer's Registration Section IV.

7. Technical Failures. A Filing User or other party whose filing is made untimely as the result of a technical failure may seek appropriate relief from the court (Local Rule 5005-2 (g)).

B. Consequences of Electronic Filing. A Filing User whose password is used to file a petition, pleading, motion, claim or other document thereby certifies that the Filing User, whether an attorney or a party appearing without an attorney, has authorized the filing (Local Rule 5005-2 (c)).

1. Filing, Entry on the Docket, and Official Record. Electronic transmission of a document to the Electronic Filing System consistent with these Local Rules, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules, and constitutes entry of the document on the docket kept by the clerk under Fed. R. Bankr. P. 5003. When a document has been filed electronically, the official record is the electronic recording of the document as stored by the court, and the filing party is bound by the document as filed, unless the court orders otherwise. A document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the court (Local Rule 5005-2(c)(1)).

2. Waiver and Consent. Registration as a Filing User constitutes: (i) waiver of the right to receive notice by first class mail and consent to receive notice electronically; (ii) waiver of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004, and (iii) consent to abide by the court's posted usage protocols. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022. (Local Rule 5005-2(b)(2).) Limited filing users are exempt from this waiver provision and will not receive email notification of ECF transactions. (*See also* Subsection II(C)(3) Conventional Service.)

3. Signatures. The user log-in and password required to present documents on the Electronic Filing System are the Filing User's signature for all purposes, including 18 U.S.C. § 151 *et seq.*, 28 U.S.C. § 1746, all sections of the Bankruptcy Code, Fed. R. Bankr. P. 9011 and all other provisions of the Federal Rules of Bankruptcy Procedure, and the Local Rules. Each document filed electronically must include a caption in compliance with Local Rule 9004-1(a). The name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear in the signature block, or by a graphical signature. (Local Rule 5005-2(f).) Limited filing users or those filers who file on behalf of an agency shall indicate their name typed in the signature area of the agency document along with an "/s/." Transcriptionists should type the notary seal information including the notary name, address state of issuance and commission expiration date following the signature area.

(a) Unauthorized Use. No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User. (Local Rule 5005-2(f)(1).)

(b) Multi-Signature Documents. Documents requiring signatures of more than 1 party must be electronically filed either by: (i) submitting a scanned document

containing all necessary signatures; (ii) representing the consent of the other parties on the document; (iii) identifying on the document the parties whose signatures are required and by the submission of a notice of endorsement by those parties no later than 3 business days after filing the document; or (iv) in any other manner approved by the court on a case by case basis. (Local Rule 5005-2(f)(2).)

4. Retention Requirements. Documents that are electronically filed and require original signatures other than that of the Filing User must be maintained in paper form by the Filing User until 5 years after all time periods for appeals expire. On request of the court, the Filing User must provide original documents for review. (Local Rule 5005-2(c).)

5. Deadlines. Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight local time where the court is located in order to be considered timely filed that day. (Local Rule 5005-2(c)(2).)

C. Service of Documents by Electronic Means.

1. Service or Notice. A Filing User who electronically files a pleading or other document must transmit a “Notice of Electronic Filing” to parties entitled to service or notice under the Federal Rules of Bankruptcy Procedure and the Local Rules. The “Notice of Electronic Filing” must be transmitted by e-mail, hand, facsimile, contract carrier, or by first-class mail postage prepaid. Electronic transmission of the “Notice of Electronic Filing” constitutes service or notice of the filed document. A Filing User may use the court’s Electronic Filing System to effectuate service on those parties who have consented to electronic service. Parties who are not Filing Users are entitled to receive a paper copy of any electronically filed pleading or other document. Service or notice must be made according to the Federal Rules of Bankruptcy Procedure and the Local Rules. (Local Rule 9013-1(k).)

2. Automatic Notice of Electronic Filing. The CM/ECF System automatically generates a Notice of Electronic Filing at the time a document is filed with the system, which it sends to all Filing Users participating in the case. The Notice of Electronic Filing indicates the time of filing, the name of the party and Filing User filing the document, the type of document, and the text of the docket entry. It also contains an electronic link (hyperlink) to the filed document, allowing anyone receiving the Notice of Electronic Filing by email to retrieve the document.

3. Conventional Service. Notwithstanding a Filing User’s waiver and consent as set forth in Subsection II(B)(2), conventional service of documents in hard copy is required in the following instances:

(a) Fed. R. Civ. P. 4 or 45, or Fed. R. Bankr. P. 7004.

Hard copy service must be made in accordance with Fed. R. Civ. P. 4 or 45 or Fed. R. Bankr. P. 7004, including service of the summons and complaint.

(b) Service upon an agency of the United States.

Hard copy service must be made upon an agency of the United States, including the United States attorney or the United States trustee, except for those agencies who file a consent to service by electronic means pursuant to Fed. R. Civ. P. 5(b).



D. Orders and Judgments.

1. Service of Judgment and Order. A Filing User must attach a Designation of Parties to be Served to any order, decree, judgment or other paper that must be served after signing by the court. The Designation of Parties to be Served must list the service address of all parties to be served, and indicate whether the service is to be by electronic means or by mailing a paper copy thereof. (Local Rule 9021-1(e).)

2. Entry of Court Orders. A Filing User submitting a document electronically that requires a judge's signature must promptly deliver the document in such form as the court requires. All orders, decrees, judgments, and proceedings of the court, including orders submitted in open court, will be filed in accordance with these Local Rules, which will constitute entry on the docket kept by the clerk under Fed. R. Bankr. P. 5003 and 9021. All signed orders will be filed electronically by the court or court personnel. Any order that has been electronically signed by a judge has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket in a conventional manner (Local Rule 9021-1(c)).

3. Notice of Orders and Judgments. The clerk must mail or deliver by electronic means to the contesting parties, a copy of a judgment or order showing the date the judgment or order was entered in accordance with Fed. R. Bankr. P. 9022. Immediately upon the entry of an order or judgment, the clerk will transmit to Filing Users in the case or proceeding, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed. R. Bankr. P. 9022. The clerk must give notice in paper form to persons who are not Filing Users. (Local Rule 9022-1.)

### **III. Access to Court Papers**

A. Access. The public records of the court are available for examination in the clerk's office during the hours of business specified in Local Rule 5001-1. Public records may not be removed from the clerk's office by members of the bar or the public except by order of the court, but the clerk will make and furnish copies of official public court records upon request and upon payment as required by the Bankruptcy Court Miscellaneous Fee Schedule or the Electronic Public Access Fee Schedule issued by the Judicial Conference in accordance with 28 U.S.C. § 1930(b). Access to public records is also available through the court's website, [www.utb.uscourts.gov](http://www.utb.uscourts.gov), and is available to the public free of charge utilizing access provided in the clerk's office. (Local Rule 5003-2 (a).)

B. Electronic Filing System. A person may access case information at the court's website, [www.utb.uscourts.gov](http://www.utb.uscourts.gov), by obtaining a PACER log-in and password. A person who has PACER access may retrieve docket sheets and documents. All attorneys admitted to practice before the court must be Filing Users, unless the court orders otherwise. (Local Rule 5003-2(b).)

C. Sealed or Impounded Papers. Papers ordered sealed or impounded by the court, or subject to a court order under Fed. R. Bankr. P. 9037(d), are not public records within the meaning of these Local Rules. Papers ordered sealed must be filed in paper format, and not electronically, unless specifically authorized by the court. A motion to file documents under seal may be filed electronically unless prohibited by law. The order of the court authorizing the filing of papers under seal may be filed electronically unless prohibited by law. A copy of the order must be attached to the papers under seal and be delivered to the clerk. (Local Rule 5003-2(c).)

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH  
ELECTRONIC CASE FILING (ECF) SYSTEM**

**IV. Electronic Filing User Registration Form  
A. Attorney**

An attorney who desires to register as a Filing User for an account on the court's ECF System must provide the information requested below:

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

Bar ID# and State: \_\_\_\_\_

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

Firm Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I declare compliance with Local Rule 5005-2(b) by stating that:

- I am a member in good standing of the Bar of this Court and an active member of the Utah State Bar, or
- I am a non-resident attorney not admitted to the bar of this court. (If checked complete the following):

Local Associated

Attorney: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_  
Voice Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Bar ID# and State: \_\_\_\_\_

ECF Registered: Yes \_\_\_\_\_ No \_\_\_\_\_

Date motion filed for admittance under Local Rule 2090-1(b): \_\_\_\_\_

Entry date of order granting admission under Local Rule 2090-1(b): \_\_\_\_\_

Attach a copy of the order.

By submitting this registration form, applicant agrees to the following:

- A. Federal Rule of Bankruptcy Procedure 9011 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 user login and password issued to a Filing User identifies that person to the court each time he or she logs on to the ECF system. The use of a Filing User's login and password constitutes the signature of the Filing User for the purposes of Fed. R. Bankr. P. 9011 on any document or pleading filed electronically. Therefore, a Filing User must protect and secure the password issued by the court. After the password is issued by the court, Applicant agrees to change the password on a regular basis, or as needed, to ensure its security. Applicant agrees to immediately notify the clerk if misuse of a user login and password is suspected.
- B. By this registration, applicant agrees to adhere to the Local Rules dated December 1, 2012, and the ECF Protocols attached thereto, including Local Rules 2090-1 and 5005-2.
- C. Applicant expressly consents to the electronic service of pleadings and other papers as set forth in Subsections II(C)(1) and (2) of the ECF Protocols dated June 1, 2011, and any subsequent amendments thereto.
- D. Applicant expressly consents to receive notice and service of pleadings and other papers by electronic means from the court and other Filing Users in all cases. Applicant must maintain the accuracy of the configuration of his or her CM/ECF<sup>2</sup> Filing User account, including the above contact information, to ensure the receipt of electronic notice.
- E. Applicant agrees that this registration will be placed on record with the clerk's office for review by the court and all other Filing Users.
- F. Applicant agrees that prior to receiving a login and password to electronically file

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<sup>2</sup> The CM/ECF acronym refers to the court's Case Management and Electronic Case Filing system.

documents, he or she must enroll in, and satisfactorily complete a CM/ECF Filing User Training program or received training from another court which is acceptable to the clerk.

- G. Applicant understands that originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures or require verification under Fed. R. Bankr. P. 1008, or an unsworn declaration as provided in 28 U.S.C. § 1746, must be maintained by the party originating the document for 5 years after all time periods for appeals expire.
- H. Applicant understands that the court may revoke a Filing User's password and, therefore, his or her authority and ability to electronically file documents for cause, including failure to comply with any provisions of this agreement, failure to adequately protect his or her Filing User password, failure to comply with the provisions of Local Rules dated December 1, 2012, or the ECF Protocols attached thereto, failure to pay any fees required for documents electronically filed, or other misuse of the electronic case filing system.

\_\_\_\_\_  
Date

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

Please return to:

David A. Sime, Clerk of Court  
Frank E. Moss U.S. Courthouse  
350 South Main Street, Ste. 301  
Salt Lake City, Utah 84101  
Fax: 801-526-1215

Registration Submission. Registration forms must be submitted with an original signature. Applicants may fax (801-526-1215) or email ( [bankruptcy\\_clerk@utb.uscourts.gov](mailto:bankruptcy_clerk@utb.uscourts.gov) ) a registration form to obtain a CM/ECF account. The registration form with the original signature(s) must be mailed or delivered to the Clerk, U. S. Bankruptcy Court, District of Utah, Attention: ECF System Registration, 350 South Main Street, Suite 301, Salt Lake City, Utah 84101 within 7 days. Failure to comply will result in termination of the applicant's CM/ECF account.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH  
ELECTRONIC CASE FILING (ECF) SYSTEM**

**IV. Electronic Filing User Registration Form  
C. **Limited User—Auditor****

This form is to be used to register for LIMITED FILING PRIVILEGES as an auditor for the filing of events and reports, which are specific to the audit functions pursuant to 28 U.S.C. §586(f).

Auditor's Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Audit firm name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

- A. Title 28 United States Code section 586(f)(1) makes provision for the United States trustee to contract for audits to be performed as specified therein. The auditor selected by the United States Trustee will have available only those events specific to the statutory audit function. In addition, section 586(f)(2) makes provision for the scope of the audit to be filed directly with the Court.
- B. By this registration, applicant agrees to adhere to the Local Rules of Practice of the United States Bankruptcy Court for the District of Utah, dated December 1, 2012 and any subsequent amendments thereto, and the ECF Protocols attached thereto and referenced therein.
- C. Signatures on reports shall be indicated by “/s/” and the typed name of the person in the following format (“/s/ Jane Smith”) on the signature line. The login and password constitutes the signature of the applicant.

- D. The login and password issued to an auditor identifies him or her to the court when logging onto the ECF system. Applicant must protect and secure the password issued by the court. The login and password shall be used exclusively by the applicant and he or she will not knowingly permit the login and password to be used by anyone who is not so authorized. The applicant will report any suspected compromise of the login password to the clerk immediately.
- E. Applicant understands the responsibility to **redact** sensitive personal information from the auditor's report consistent with the E-Government Act of 2002 and amendments to the Federal Rules of Bankruptcy Procedure 1005, 1007 and 2002 effective 12/1/2010.
- F. Applicant understands he or she is subject to all applicable PACER fees.
- G. Except as specifically waived by applicant in paragraph H, applicant will abide by all of the ECF Protocols dated December 1, 2012, and any subsequent amendments thereto.
- H. Applicant understands that Limited Filers will not receive notice electronically (via email) from the court on documents filed and entered whether submitted by the court or any ECF filer.

\_\_\_\_\_  
Date

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

Please return to:

David A. Sime, Clerk of Court  
Frank E. Moss U.S. Courthouse  
350 South Main Street, Ste. 301  
Salt Lake City, Utah 84101  
Fax: 801-526-1215

Registration Submission. Registration forms must be submitted with an original signature. Applicants may fax (801-526-1215) or email ( [bankruptcy\\_clerk@utb.uscourts.gov](mailto:bankruptcy_clerk@utb.uscourts.gov) ) a registration form to obtain a CM/ECF account. The registration form with the original signature(s) must be mailed or delivered to the Clerk, U. S. Bankruptcy Court, District of Utah, Attention: ECF System Registration, 350 South Main Street, Suite 301, Salt Lake City, Utah 84101 within 7 days. Failure to comply will result in termination of the applicant's CM/ECF account.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH  
ELECTRONIC CASE FILING (ECF) SYSTEM**

**IV. Electronic Filing User Registration Form  
D. **Limited User—Claim Filer****

A creditor who desires to register as a “Limited Participant” and receive an account on the court’s ECF system must provide the information below. “Agency” is the name of the entity on whose behalf the filer is to be authorized to file electronically. Limited Filing privileges shall include the authorization to file the following types of documents with the clerk’s office via the CM/ECF System<sup>3</sup>:

- Proofs of Claim
- Notices of Transfer of Claim
- Reaffirmation Agreements
- Withdrawal of Claim

Additional events may be added at the discretion of the clerk.

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant’s Name: \_\_\_\_\_

Applicant’s Supervisor Name: \_\_\_\_\_

Applicant’s Voice Phone Number: \_\_\_\_\_

Applicants Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

- A. Federal Rule of Bankruptcy Procedure 9011 and Official Form 10 require that every proof of claim be signed by the person authorized to submit the proof of claim. Applicant understands that use of a limited-use password to file a document in the record of a bankruptcy case will constitute the applicant’s signature for all purposes authorized and required by law. Formatting for signatures on proofs of claim, notices of transfer of

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<sup>3</sup> The CM/ECF acronym refers to the court’s Case Management and Electronic Case Filing system.



claims, withdrawal of claims, etc., shall be indicated by “/s/” and the typed name of the person in the following format (“/s/ Jane Smith”) on the signature line.

- B. The login and password for filing via the CM/ECF System shall be used exclusively by the applicant or by any agency employee to whom Applicant gives authorization. All proofs of claim or other documents filed using Applicant’s password will contain Applicant’s signature as set forth in paragraph A. Applicant is responsible to protect and secure the confidentiality of the password issued by the court. After a password is issued, Applicant agrees to change the password on a regular basis, or as needed to ensure its security. Applicant or an agency representative agrees to notify the clerk if misuse of the login is suspected.
- C. By this registration, Applicant agrees to adhere to the Local Rules of Practice of the United States Bankruptcy Court for the District of Utah, dated December 1, 2012, and the ECF Protocols attached thereto and referenced therein.
- D. If the applicant ceases to be an employee of the agency on whose behalf the applicant was authorized to file claims or ceases for any reason to be authorized to file for the agency, Applicant or Applicant’s supervisor will immediately inform the clerk by email or in writing.
- E. Applicant understands that Limited Filers will not receive notice electronically (via email) from the court on documents filed and entered whether submitted by the court or any ECF filer.
- F. Applicant understands that the court may revoke a Filing User’s password and therefore his or her authority and ability to electronically file documents for cause, including failure to comply with the provisions of this agreement, failure to adequately protect his or her Filing User password, failure to comply with the provisions of Local Rules or the ECF Protocols attached thereto, or misuse of the electronic case filing system.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant’s Signature

Dated: \_\_\_\_\_

\_\_\_\_\_  
Authorized Supervisor of Applicant

Please return to:

David A. Sime, Clerk of Court  
Frank E. Moss U.S. Courthouse  
350 South Main Street, Ste. 301  
Salt Lake City, Utah 84101  
Fax: 801-526-1215

Registration Submission. Registration forms must be submitted with an original signature. Applicants may fax (801-526-1215) or email ( [bankruptcy\\_clerk@utb.uscourts.gov](mailto:bankruptcy_clerk@utb.uscourts.gov) ) a registration form to obtain a CM/ECF account. The registration form with the original signature(s) must be mailed or delivered to the Clerk, U. S. Bankruptcy Court, District of Utah, Attention: ECF System Registration, 350 South Main Street, Suite 301, Salt Lake City, Utah 84101 within 7 days. Failure to comply will result in termination of the applicant's CM/ECF account.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH  
ELECTRONIC CASE FILING (ECF) SYSTEM**

**IV. Electronic Filing User Registration Form  
E. Limited User—Transcriptionist**

This form is to be used to register for LIMITED FILING PRIVILEGES as a transcriptionist for the filing of transcripts.

Transcriptionist's Name: \_\_\_\_\_

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

\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

- A. Local Rule 5007-1 requires transcripts of proceedings that are to be filed with the court or otherwise presented to the court for any purpose must be certified by a court reporter certified by the National Court Reporters Association. **(Please attach a copy of the certification to this application)**
  
- B. Applicant understands that use of a limited-use password to file a document in the record of a bankruptcy case will constitute Applicant's signature for all purposes authorized and required by law. Formatting for signatures on transcripts shall be indicated by "/s/" and the typed name of the person in the following format ("/s/ Jane Smith") on the signature line. In place of the notary stamp, the notary's typed name, address, state of issuance, and commission expiration date should be inserted following the signature line.
  
- C. The login and password for filing via the CM/ECF System shall be used exclusively by Applicant. All transcripts filed using Applicant's password will contain Applicant's signature as set forth in paragraph A. Applicant is responsible to protect and secure the confidentiality of the password issued by the court. After a password is issued, Applicant agrees to change the password on a regular basis, or as needed to ensure its security. Applicant agrees to notify the clerk if misuse of the password is suspected.
  
- D. By this registration, Applicant agrees to adhere to the Local Rules of Practice of the United States Bankruptcy Court for the District of Utah, dated December 1, 2012, and the ECF Protocols attached thereto and referenced therein.

- E. Applicant understands that Limited Filers will not receive notice electronically (via email) from the court on documents filed and entered whether submitted by the court or any ECF filer.
- F. Applicant understands that the court may revoke a Filing User's password and therefore his or her authority and ability to electronically file documents for cause, including failure to comply with the provisions of this agreement, failure to adequately protect his or her Filing User password, failure to comply with the provisions of Local Rules or the ECF Protocols attached thereto, or misuse of the electronic case filing system.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

Please return to:

David A. Sime, Clerk of Court  
Frank E. Moss U.S. Courthouse  
350 South Main Street, Ste. 301  
Salt Lake City, Utah 84101  
Fax: 801-526-1215

Registration Submission. Registration forms must be submitted with an original signature. Applicants may fax (801-526-1215) or email ( [bankruptcy\\_clerk@utb.uscourts.gov](mailto:bankruptcy_clerk@utb.uscourts.gov) ) a registration form to obtain a CM/ECF account. The registration form with the original signature(s) must be mailed or delivered to the Clerk, U. S. Bankruptcy Court, District of Utah, Attention: ECF System Registration, 350 South Main Street, Suite 301, Salt Lake City, Utah 84101 within 7 days. Failure to comply will result in termination of the applicant's CM/ECF account.