

**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/ECF² 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

² 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) 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) Registration Checklist**

This form should be completed along with your ECF registration form to report to the Utah Bankruptcy Court's training department when ECF training was provided, as well as which districts the applicant may currently be registered in. ECF Filers in the District of Utah must meet our training requirements prior to obtaining an ECF login and password.

Please complete this form and attach it to your completed ECF registration form.

Name: _____

Phone: _____

1. Filer Type (select one):

Attorney

Limited Creditor Filer

(If you are a Limited filer skip to question #4)

2. Have you attended an ECF training class?

Yes

No

2a. If "yes" please indicate the location of the training: _____

2b. If no, please contact the training department to schedule training. 801-524-6575

3. Did you receive training from the Utah Bankruptcy Court?

Yes	No
Yes	No
Yes	No

3a. If "yes" did you **receive** the online test filing assignment?

3b. If "yes" did you **complete** the online test filing assignment?

3c. Date of training _____

4. Which other districts are you currently registered as an ECF filer?

5. Which districts are you an active ECF filer (Active = Monthly)?
