

**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) 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?

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

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