

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF MICHIGAN

Case Management

**CM / ECF**

Electronic Case Files

REGISTRATION FORM – FULL PARTICIPANT ECF USER

This form shall be used to register for full participation in the court's Electronic Case Filing System. A full participant ECF User may file documents electronically with the court through the internet in accordance with the CM/ECF administrative procedures adopted by the court.

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

Bar ID and State(s) of Admission: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

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

Email for service and notice: \_\_\_\_\_

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

1. I will abide by all orders, rules, and administrative procedures governing the use of my login and password and the electronic filing of documents in the CM/ECF system of the United States Bankruptcy Court for the Western District of Michigan.
2. Each use of my password for filing documents will meet the requirements of FRBP 9011. I understand that the use of my password constitutes my signature on the document being submitted for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, and the Federal Rules of Criminal Procedure.
3. I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of **five years** after the case or proceeding in which the documents have been filed has been closed.

4. I understand that it is my responsibility to protect and secure the confidentiality of my password and that if I allow my password to be used by anyone other than myself that I do so at my own risk. If I believe that my password has been compromised, it is my responsibility to notify the court immediately.
5. This registration constitutes a waiver of conventional paper notice and a request in writing that, instead of notice by mail, notice is sent to me by electronic transmission through the court's CM/ECF system. This also constitutes my consent to accept service of all documents, except a summons and complaint, by e-mail through the CM/ECF system. I will maintain an active e-mail account with correct account information in my ECF User account.
6. I understand that a credit card is to be used for the payment of fees when filing electronically and that the Clerk of the Court reserves the right to deny access to CM/ECF if fees are not paid in a timely manner.
7. I am an attorney admitted to practice in the Western District of Michigan. Date of Admission (if admitted pro hac vice, please include Bankruptcy case number): \_\_\_\_\_.
8. In accordance with 28 U.S.C. §1746, I declare under the penalty of perjury that the foregoing information is true and correct.

Executed on: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

*Please return original to:*

U. S. Bankruptcy Court  
Attn: CM/ECF Project Team  
One Division NW, RM 200  
Grand Rapids, MI 49503

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FOR COURT USE ONLY:

Date received: \_\_\_\_\_

Date access assigned: \_\_\_\_\_

Prid #: \_\_\_\_\_