

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

**Electronic Case Filing System
Claims Agent Registration Form and User Agreement**

This form shall be used by attorneys and non-attorneys to register for an account on the Court's Electronic Case Filing System (hereafter "ECF") for the limited purpose of filing, assigning, transferring, or withdrawing Proofs of Claim, and filing Reaffirmation Agreements. The following information is required for registration:

(PLEASE PRINT OR TYPE)

First/Middle/Last Name: _____

Bar ID#(if Applicable): _____ State: _____

Firm/Company Name: _____

Firm/Company Address: _____

Voice Phone Number: _____ FAX Number: _____

Internet E-Mail Address: _____

In order to qualify for an account on ECF, an attorney or non-attorney who is registering for limited access for the purpose of filing, assigning, transferring, or withdrawing Proofs of Claim or filing Reaffirmation Agreements must certify that he/she has attended a training class and is actively filing electronically in other courts.

▶ Class Location and Date Attended: _____

▶ Presently registered as an ECF participant in another United States Bankruptcy Court, with either full ECF privileges or limited use privileges to file, assign, transfer or withdraw Proofs of Claims or file Reaffirmation Agreements in the following Courts:

By submitting this registration form, the undersigned agrees to abide by the following:

1. The assigned ECF login and password is for use only in cases permitted by the U. S. Bankruptcy Courts for the Southern District of West Virginia. It may be used only to file, assign, transfer, or withdraw Proofs of Claim or file Reaffirmation Agreements electronically, and view electronic documents and docket sheets.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer with at least 128 MB of RAM; internet access of at least 56k modem (high speed connections such as DSL will improve performance, AOL does not work with CM/ECF); a scanner and scanner software for documents not in electronic format; software which includes Windows 95 or higher (or a MAC), Netscape Navigator version 4.7 and Microsoft Internet Explorer 5.0 or higher; internet browser configured with 128 bit encryption, Java Script enabled, and session cookies enabled, a PDF (Portable Document Format)-compatible word processor; a PDF reader to read ECF documents; PDF-creation software to convert documents from a word processing format to a PDF format.

3. Pursuant to Federal Rules of Civil Procedure 11, every pleading, motion, and other document generated and filed electronically shall be signed by the filer in the form of "/s/ John Doe" on the signature line. A filer's password issued by the court combined with the filer's identification, serves as and constitutes the attorney or non-attorney's signature. Therefore, the filer must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the filer to change their password and immediately notify the Automation Manager.
4. The undersigned filer agrees to abide by the most recent **General Order and Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means**, and all technical and procedural requirements set forth therein to the extent that such provisions apply to filing, assigning, transferring, or withdrawing Proofs of Claim or filing Reaffirmation Agreements.
5. A registered filer is responsible and liable for any documents submitted electronically to ECF by means of the filer's login and password.
6. A registered filer's ECF eligibility may be restricted or revoked for any of the following reasons:
 - ▶ knowingly permitting his/her ECF password to be utilized by anyone who is not authorized to utilize the password;
 - ▶ filing documents on behalf of someone who is not a registered filer;
 - ▶ failing to comply with any of his/her other obligations set forth in this agreement.

DATE

APPLICANT'S SIGNATURE

TITLE (if applicable)

Please return this form to:

U. S. Bankruptcy Court
Southern District of West Virginia
Attn: CM/ECF Registration
300 Virginia Street East, Room 2400
Charleston, WV 25301