

United States Bankruptcy Court, Northern District of California

Attorney CM/ECF Registration

This form is required for participation in the Case Management/Electronic Case Files (CM/ECF) system of the United States Bankruptcy Court for the Northern District of California.

Name: _____

Bar ID and State: _____

Firm Name: _____

Address: _____

City/State/Zip: _____

County: _____

Phone Number: _____

E-mail: _____

Do you currently have PACER account? Yes No

E-mail for service and notice: _____

One additional e-mail address for notice: _____

E-mail notice to be sent: Each Filing Daily Summary

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

1. In accordance with Civil LR 11-1(a), 11-2 and 11-3, as incorporated by BLR 1001-2(a), I currently meet least one of the following requirements (check all that apply):

I am a member in good standing of the bar of the Federal Courts for the Northern District of California.

I am employed or retained by the United States government.

I will file * or I already have filed an [Application for Admission of Attorney Pro Hac Vice](#) in bankruptcy case number _____

I understand a full access CM/ECF attorney account will be issued to me only after a Court order approving my pro hac vice *Application* is entered, and upon my successful completion of the online ECF training webinar or having been granted a waiver of such training.

2. 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 Northern District of California, relative to BLR 5005-1 (a). These include the Court's Administrative Procedures for Electronic Case Filing, Chambers Copy Requirements and division specific procedures for ECF;
3. I understand that by registering for participation in the CM/ECF system of the United States Bankruptcy Court for the Northern District of California, I will receive service by electronic transmission via the CM/ECF system in accordance with Federal Rule of Civil Procedure 5(b)(2)(E), and BLR 9013-1(c) and 9022-1(b).

Dated: _____

Electronic Signature of Registrant

* A single event ECF account is initially issued for the limited purpose of filing the pro hac vice *Application*, uploading a proposed order and paying the applicable fee.

To obtain a login an attorney must register for the pre-recorded online webinar (see training selections below) or apply for a training waiver (complete first page only) in addition to the requirements listed on the Court website on how to obtain a training waiver.

Attorneys can complete ECF training from the convenience of their own office at any time by viewing a series of pre-recorded ECF training modules online. This training is entirely self-led.

Unless granted a training waiver, an attorney applying for a login must complete the online ECF training webinar, and may NOT delegate taking and completing the webinar and practice assignment on the attorney's behalf to any other person.

Pre-recorded Webinar: (Please select the appropriate course below)

- | | |
|--------------------|--|
| Debtors Attorney | This course places emphasis on new case filings, new case supporting documents, motions and adversary proceedings. |
| Creditors Attorney | This course places emphasis on motions, adversary proceedings, and claims. |

Non-attorney staff members may view the webinar and complete the practice assignment so as to familiarize working with ECF, but may NOT take or complete the webinar or practice assignment on behalf of an attorney applying for a login. List the names and e-mail addresses of those non-attorney staff persons participating in the practice assignment.

(Please Note: Only attorneys are eligible to receive a login to the live system):

	Non-Attorney Name	Email Address
1.	_____	_____
2.	_____	_____
3.	_____	_____

Once this registration form is submitted and reviewed, the information required to access the webinar will be forwarded to the e-mail address provided.

Information about CM/ECF training can be found on our website [FAQ](#).

TO RETURN THIS FORM: Please save or print and scan this form. Email electronically to the United States Bankruptcy Court for the Northern District of California at ecf_training@canb.uscourts.gov

If you experience any technical difficulties, please contact the [ECF Training Desk](#)