

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

**Electronic Case Filing System  
Email Only Registration Form and User Agreement**

This form shall be used by attorneys to register to use the Court's Electronic Case Filing (ECF) System to receive email notification of case activity of way of Notice of Electronic Filing (NEF), but will not have access to file documents electronically.

**(PLEASE PRINT OR TYPE)**

First/Middle/Last Name: \_\_\_\_\_

Bar ID# (if Applicable): \_\_\_\_\_ State: \_\_\_\_\_

Firm/Company Name: \_\_\_\_\_

Firm/Company Address: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

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

Email Format (choose one):

- ☐ html format
- ☐ plain text format (for email programs that will not accept html)

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

1. This registration is for use only in cases pending in the United States Bankruptcy Court for the Southern District of West Virginia and may be used only for the limited purposes specified above.
2. In order to view and retrieve electronic document sheets and documents available on ECF, the applicant must use PACER. [A PACER password may be obtained from the PACER Service Center. Registration for a PACER account is available online at <http://pacer.psc.uscourts.gov>. For assistance, call 1-800-676-6856.]
3. The applicant agrees to abide by all procedural and technical requirements contained in this Court's ***General Orders, Local Rules, and Administrative Procedures for Electronic Filing***.
4. The applicant consents to receipt of service by email of documents served pursuant to Rule 7005 of the Federal Rules of Bankruptcy Procedure, in lieu of personal service or service by first class mail.
5. The applicant requests and consents to receipt of notice by email, pursuant to Rule 9036 of the Federal Rules of Bankruptcy Procedure, in lieu of paper notice by first class mail.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

Please return this form to:

United States Bankruptcy Court  
Southern District of West Virginia  
Attn: ECF Registration  
300 Virginia Street East, Room 3200  
Charleston, WV 25301