

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

**Electronic Case Filing System  
Attorney/Trustee/United States Trustee Registration Form and User Agreement**

I request that the United States Bankruptcy Court for the Southern District of West Virginia issue me a login and password so that I can use the Court's Electronic Case Filing (ECF) System.

I verify that (check one):

- ☐ I am admitted to practice in the United States District Court for the Southern District of West Virginia.
- ☐ I have been admitted *pro hac vice* in Case Number \_\_\_\_\_ by Order (copy attached) and agree that my login and password are limited to filing in that case.

I understand that the use of my login and password serves as and constitutes my signature. I agree to protect and secure my password and I will immediately notify the Court if I have any reason to suspect that my password has been compromised in any way.

By signing below, I verify that I have reviewed and agree to abide by all procedural and technical requirements contained in the Court's *General Orders, Local Rules, and Administrative Procedures for Electronic Filing*.

**(PLEASE PRINT OR TYPE)**

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

Bar ID# #: \_\_\_\_\_ State: \_\_\_\_\_

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

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

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

Preferred Login: \_\_\_\_\_ Preferred Password:\* \_\_\_\_\_

*\*Password requirements: minimum of 8 characters, 1 capital letter, and 1 digit or special character*

Contact Name(s) and phone number(s) of staff member who will be using your login (optional): \_\_\_\_\_

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

Secondary Email Address(es): \_\_\_\_\_

Email Format (check one):

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

Would you like (check one):

- ☐ Daily Summary Reports
- ☐ Separate Notice of Electronic Filing (email) for each filing

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

1. The assigned ECF login and password are for use only in cases pending in the United States Bankruptcy Court for the Southern District of West Virginia.
2. Filer is defined as a registered attorney, trustee, or United States Trustee who electronically transmits any pleading or document to the Court.
3. Every pleading, motion, and other document that is subject to Rule 9011 of the Federal Rules of Bankruptcy Procedure and is 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's, trustee's or the United States Trustee'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 attorney, trustee or the United States Trustee to change their password and immediately notify the Court.
4. A registered filer is responsible and liable for any documents submitted electronically to ECF by means of the filer's login and password and those of any Filing Agent designated by the registered filer.
5. 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.
6. 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.

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DATE

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APPLICANT'S SIGNATURE

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TITLE (Attorney, Trustee, or United States Trustee)

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