

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

**Electronic Case Filing System
Limited Access Registration Form and User Agreement**

This form shall be used by attorneys and non-attorneys to register for a login and password to use the Court's Electronic Case Filing (ECF) System for the limited purposes listed below (check one).

- Claims Agent - access limited to filing, assigning, transferring or withdrawing Proofs of Claim, and filing Reaffirmation Agreements and other claims-related documents.
- Accountants/Bookkeepers - access limited to filing periodic operating reports and related documents.
- Transcribers - access limited to filing transcripts and related documents.

(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. 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 and may be used only for the limited purposes specified above.
2. A limited access account may not be used to monitor general activity in a case in which the registered filer has not filed a document. In order to view and retrieve electronic document sheets and documents available on ECF, the limited access filer 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. Use of the login and password issued by the Court serves as and constitutes the registered filer's signature on an electronically filed document for all purposes, including those under Rule 9011 of the Federal Rules of Bankruptcy Procedure and 28 U.S.C. § 1746, and has the same force and effect as affixing a signature on a paper document being filed. Every pleading, motion, and other document generated and filed electronically shall be signed by the filer in the following format: "/s/ John Doe" on the signature line.

4. Electronically filed documents requiring original signatures from any person other than the registered filer, including employees who have been given permission to use the registered filer's login and password, must be maintained by the registered filer in paper form, bearing the original signature, for a period of seven (7) years after the closing of the case or proceeding in which the documents were filed. Upon the Court's request, the registered filer must provide an original signed document for review.
5. A registered filer is solely responsible and liable for any documents or records submitted electronically to ECF by means of the filer's login and password. Therefore, the registered 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 Court. The registered filer must maintain the accuracy of the account (e.g., mailing address, telephone number, FAX number, email address) and notify the Court if they cease to be an employee or agent of the entity on whose behalf documents are being electronically filed
6. 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***.
7. 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.
8. The applicant requests and consents to receipt of notice by email, in lieu of paper notice by first class mail, pursuant to Rule 9036 of the Federal Rules of Bankruptcy Procedure.

DATE

APPLICANT'S SIGNATURE

TITLE (if applicable)

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