

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM**

This form shall be used to register for an account on the Court's Electronic Filing System. Registered attorneys and other participants will have privileges to electronically submit documents in all cases assigned to the Electronic Filing System. The following information is required for registration:

First/Middle/Last Name: _____

Last four digits of SS#: _____

Bar ID#: _____

Firm Name: _____

Firm Address: _____

City, State, Zip Code: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

I am currently filing on the CM/ECF system in the following courts:

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

- 1) This system is for use only in cases filed in the U.S. Bankruptcy Court for the District of Arizona. It may be used to file documents, notices and proofs of claim electronically.
- 2) All filings with the court, including attachments, must comply with Federal Rule of Bankruptcy Procedure 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may NOT appear except as allowed by the rule.
- 3) At this time, the requirements for filing, viewing, and retrieving case documents

are: a personal computer running a standard platform such as Windows, Macintosh, Linux or Solaris with a minimum of 32MB of memory; an Internet provider using Point to Point Protocol (PPP) (128 bit encryption is recommended and is required if filing documents that incur a filing fee); minimum browser requirements to support 128 bit encryption (Internet Explorer version 7.0 recommended); and Adobe Acrobat Writer software to convert documents from a word processor format to a portable document format (PDF).

- 4) Pursuant to Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011 and Local Rule of Bankruptcy Procedure 9011-1:

Every pleading, motion, and other paper (except mailing list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party.

An attorney's password issued by the court combined with the user's identification, serves as and constitutes the attorney's signature. Therefore, an attorney 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 to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The court will immediately delete that password from the electronic filing system and issue a new password.

- 5) The undersigned consents to accept service of orders or documents by electronic means, e-mail or facsimile, in lieu of service of a paper copy of the order or document whenever service on the undersigned is required of orders or documents filed in cases on the Electronic Filing System as set forth in Local Bankruptcy Rule 5005-2 and the ECF Administrative Procedures. This consent shall remain in effect until revoked in writing.

Applicant Signature

Date

Initial of First & Last Name

Last 4 Digits SS# or State Bar ID Number

Please submit by fax or mail to: 602-682-4901

U. S. Bankruptcy Court
Attn: Data Quality Administrators
230 N. First Ave., #101
Phoenix, AZ 85003-1706