

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF HAWAII

Case Management

**CM / ECF**

Electronic Case Files

**REGISTRATION FORM - LIMITED PARTICIPANT ECF USER**

(<https://ecf.hib.uscourts.gov>)

This form is required for limited participation in the Case Management / Electronic Case Files ("CM/ECF) system of the United States Bankruptcy Court for the District of Hawaii. A limited participant ECF User may file proofs of claim, notices of transfer, requests for notice, reaffirmation agreements and certain other documents through the Internet, in accordance with the CM/ECF administrative procedures adopted by the court and other applicable statutes and rules.

Name of Individual Registrant: \_\_\_\_\_

Position: \_\_\_\_\_

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

Firm Federal Tax ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail notice to be sent:                      Each Filing                      End of Day Summary

**OR**

The registrant **waives** e-mail receipt of notices of electronic filing. Enter **YES** in box.

The undersigned certifies under penalty of perjury that he or she is authorized to submit this registration form on behalf of the Firm identified above.

By signing and submitting this registration form, the undersigned agrees to the following.

1. 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 District of Hawaii.

2. Use of my ECF User login and password in the electronic filing of a document constitutes my signature on behalf of the Firm for all purposes, including those under Fed. R. Bankr. P. 9011. The signature line on the document shall a typed name in the following format: “/s/ **Jane Doe**”.
3. I may authorize one or more employees or office staff members to use my login and password for the electronic filing of a document. However, such use constitutes my signature on the electronically filed document. I will not knowingly permit use of my login and password by anyone not so authorized, I shall take steps to prevent such unauthorized use, and I shall be fully responsible for all use of the login and password whether authorized or unauthorized. If authorization to use a login and password is withdrawn (e.g., when a staff member leaves employment) or if unauthorized use of a login and password is suspected, I shall forthwith select and activate a new password for use in the ECF system. I also shall immediately notify the court upon learning of any unauthorized use. I understand that failure to change the password and notify the court under the aforementioned circumstances may result in sanctions.
4. The use of my login and password in filing a document containing the signature of another person is my representation to the court that, to the best of my knowledge, the document is a true and correct copy of the original document bearing such other person’s signature.
5. Documents being filed electronically shall be served as required by applicable rules.
6. The Firm shall be responsible for adding correct name and address information to the creditor matrix for receipt of notices.

Dated: \_\_\_\_\_

	_____ Signature of Registrant	_____ First/Last Initials	_____ Last 4 digits of SSN or Tax ID
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*Submit to:* Clerk - ECF Registration  
 United States Bankruptcy Court  
 District of Hawaii  
 1132 Bishop Street, Suite 250L  
 Honolulu, HI 96813

Received on \_\_\_\_\_ by: \_\_\_\_\_  
 Clerk / Deputy Clerk