



**CM/ECF REGISTRATION FORM – ATTORNEY/TRUSTEE**

This form is used by attorneys and trustees to register for filing privileges in the Case Management/Electronic Case Files (“CM/ECF”) system of the United States Bankruptcy Court, District of Hawaii. Attorneys and trustees may request logins for their filing agents by using the registration form for filing agents. Other individuals may register for limited filing privileges by using the CM/ECF registration for limited filers.

Name:

Bar ID/State

Firm/Office:

Address:

Phone:

Fax:

Applicant registered for ECF in the following court(s):

Preference for login, if any:  
 (password will be assigned but user may change)

Primary email address:  
 (login/password will be sent here)

Secondary email address(es):

Notices to be sent by court via email link to PACER:            each document filed            daily summary

I understand and agree to the following:

1. I will abide by all orders, rules, and administrative procedures governing the electronic filing of documents in the CM/ECF system of the United States Bankruptcy Court for the District of Hawaii.
2. The use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Fed. R. Bankr. P. 9011 and 28 U.S.C. § 1746, and shall have the same force and effect as if I had affixed my signature on a paper copy of the document being filed.
3. I shall protect and secure the login and password issued by the court, and I shall be solely responsible to the court regarding each record entered into the CM/ECF system using my login and password. The login and password will be used only by me and by employees to whom I give authorization. Authorized employees shall review the terms of this registration form and sign a copy for my records. If there is any reason to suspect misuse of the password, it is my duty to change my password and immediately contact the court to report the suspected misuse.
4. I shall maintain the accuracy of my account, including mailing address, phone number, fax number, and email address, and ensure that my email account can accept transmissions from the court.

5. If I have designated a filing agent, I understand and acknowledge that there is an agency relationship between myself and the filing agent and that use of the filing agent's login and password has the same effect as use of my login and password. If this agency relationship is terminated, I will as soon as practicable remove the filing agent from my account or notify the clerk to deactivate the filing agent's login and password to prevent any unauthorized filing. Until such time that the filing agent is removed from my account by me or the court, I am responsible for all filings made by my filing agent.
6. 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.
7. I understand that the use of my login and password for filing a bankruptcy petition is my representation to the court that I have in my possession either (i) a copy of the voluntary petition with the original signature of the debtor(s) or an authorized individual of a debtor that is an artificial entity, or a copy of the involuntary petition with the original signature of the petitioning creditor(s), or (ii) a copy of the Declaration re: Electronic Filing containing the pertinent original signature(s).
8. I understand that electronically filed documents requiring an original signature from any person other than me must be maintained by me in paper form, bearing the original signature(s), for 1 year after closing of the case or proceeding in which the documents were filed. Upon the court's request, I must provide the original signed documents for review.
9. Except as noted in the next sentence, signing this registration form constitutes my consent in writing under Fed. R. Civ. P. 5(b) to accept service electronically through the court's transmission facilities using the notices of electronic filing generated in the CM/ECF system. **If I do not consent to service by electronic means, I will indicate such in an attachment to this registration and will file a notice of nonacceptance of electronic service in each case or proceeding in which I appear.** I will actively maintain the email account(s) listed above to receive notice and service by electronic transmission.
10. I understand that all filings with the court – including attachments – will comply with Fed. R. Bankr. P. 9037 and that 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.
11. I will promptly submit payment of any fees required for the filing of a document in accordance with payment procedures established by the clerk. I understand that failure to make payment as required may result in dismissal of a bankruptcy petition, striking of other documents, and sanctions.
12. I understand that at any time and without advance notice, the court may limit or modify my access to filing, or terminate my account for any reason and require future documents to be filed conventionally. I also understand that, after notice and a hearing, I am subject to monetary and other sanctions for violation of the above provisions.

Date: \_\_\_\_\_

X \_\_\_\_\_