

UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

CM/ECF REGISTRATION FORM

This registration form is required for filing documents using the Case Management/Electronic Case Files ("CM/ECF") system in the United States Bankruptcy Court, District of Hawaii. The level of access will depend on the type of user. Only attorneys permitted to practice (including those admitted *pro hac vice*) in the District of Hawaii may file complaints, motions, and certain other types of pleadings. Please indicate ECF User type.

Attorney/Trustee Attorney/Trustee Staff Creditor/Claims Agent Auditor Transcriber

<i>Name:</i>		<i>If attorney, Bar ID/State:</i>	
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<i>Company/ Firm Name:</i>	
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<i>Address:</i>		<i>Phone:</i>
		<i>Fax:</i>

<i>Registrant is registered for ECF in: (training not required)</i>	U.S. District Court, District of Hawaii	Other district: _____
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<i>Primary e-mail address for notices of electronic filing (login will be sent here):</i>	
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<i>Additional e-mail addresses:</i>	
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<i>Notices of electronic filing to be sent:</i>	Each filing	End of day summary
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By signing and submitting this registration form, I agree 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. The use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Rule 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. 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. In the filing of a bankruptcy petition, the use of my login and password 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).

4. 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.
5. 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.
6. 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, expungement of other documents, and sanctions.
7. **For attorneys only:** 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 non-acceptance of electronic service in each case or proceeding in which I appear.*** I will maintain an active e-mail account for notice and service by electronic transmission, and will keep such e-mail account information current in my ECF User account.

Dated: _____
Signature of Registrant
First/Last Initials
Last 4 digits of SSN or Bar ID

Submit to: Clerk – ECF Registration
United States Bankruptcy Court
District of Hawaii
1132 Bishop Street, Suite 250L
Honolulu HI 96813

or

helpdesk@hib.uscourts.gov