



CM/ECF REGISTRATION FORM – FILING AGENT FOR ATTORNEY/TRUSTEE

This form is used by attorneys and trustees who are authorized users of the Case Management/Electronic Case Files (“CM/ECF”) system of the United States Bankruptcy Court, District of Hawaii, to request filing privileges for one or more filing agents. This registration documents an agency relationship between the parties identified below. (An individual may be a filing agent for more than one attorney – the attorney filer is selected at time of filing.)

Name(s) of
 Attorney(s)/Trustee:

Firm/Office:

Address:

Phone:

Fax:

Name(s) of Filing Agent(s)

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

1.

2.

3.

Login/password information to be emailed to:

The filing agent(s) and attorney(s) or trustee signing below understand and agree to the following:

1. The undersigned 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. There is an agency relationship between the filing agent(s) and the attorney(s) or trustee signing below. The filing agent’s use of the login and password issued by the court constitutes the signature of the attorney(s) or trustee 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 the attorney or trustee had affixed his or her signature on a paper copy of the document being filed.
3. The filing agent shall protect and secure the login and password issued by the court and if there is any reason to suspect misuse of the password, it is the filing agent’s duty to change his or her password and immediately contact the attorney(s) or trustee and the court to report the suspected misuse.

4. The use of the filing agent's login and password in filing a document containing the signature of another person is a representation to the court that, to the best of his or her knowledge, the document is a true and correct copy of the original document bearing such other person's signature.
5. Use of the filing agent's login and password for filing a bankruptcy petition is a representation to the court that the filing agent, or the attorney(s) or trustee, has in their 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).
6. All filings with the court – including attachments – must 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.
7. The payment of any fees required for the filing of a document must be paid promptly and in accordance with procedures established by the clerk. Failure to make payment as required may result in dismissal of a bankruptcy petition, striking of other documents, and sanctions.
8. The individuals signing below understand that at any time and without advance notice, the court may limit or modify the filing agent's access to filing, or terminate the filling agent's account for any reason and require future documents to be filed conventionally.
9. The individuals signing below understand that violation of the provisions above may, after notice and a hearing, result in sanctions in addition to any sanctions that the court may impose on an attorney or trustee.

Signature(s) of Attorney(s) or Trustee

X _____ X _____ X _____

Dated: _____ Dated: _____ Dated: _____

Signature(s) of Filing Agent(s)

X _____ X _____ X _____

Dated: _____ Dated: _____ Dated: _____

Mail to court at address on top of page 1 or email to helpdesk@hib.uscourts.gov.