



CM/ECF REGISTRATION FORM – LIMITED FILER

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

Name:

Entity:

Address:

Phone:

Fax:

Role: Creditor/Claims Agent Auditor Transcriber Ombudsman Other Party in Interest

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)

I certify under penalty of perjury that I am authorized by the above-named entity to submit this registration form, and 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 the limited filer 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, telephone number, fax number, and email address, and ensure that my email account can accept transmissions from the court.

5. 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. I understand that electronically filed documents requiring original signatures from any person other than me, including employees to whom I have given permission to use my password, must be maintained by me in paper form, bearing the original signatures, 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.
6. 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.
7. I understand that using my limited filer account to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filing privileges. The limited filer account is intended for performing the type of transactions specified by the court. In order to view and retrieve electronic docket sheets and documents available on CM/ECF, I will use PACER or the court's Really Simple Syndication (RSS) feed. [Note: A PACER login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at <http://pacer.psc.uscourts.gov>. For assistance, call 1-800-676-6856.]
8. 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.
9. I may notify the court to terminate my status as a limited filer at any time. If I cease to be an employee or agent of the entity on whose behalf documents are being electronically filed with the court, or for any other reason cease to be authorized to file electronically on behalf of the entity, I will promptly notify the court.
10. I understand that at any time 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.

Date: _____

X _____

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