

FORM B

United States Bankruptcy Court
for the Northern District of Oklahoma

**APPLICATION FOR LIMITED USE PASSWORD
FOR ELECTRONIC CASE FILING SYSTEM**

This form shall be used by persons who are not attorneys who wish to register for an account and Limited Use Password on the Court's Case Management/Electronic Case Filing ("CM/ECF") System (the "System") in order to electronically file Proofs of Claim, Reaffirmation Agreements, Transcripts, Audit Reports, and other permitted documents using the System. Note: In order to view and retrieve electronic docket sheets and documents available on the System, a PACER login and password from the PACER Service Center must be separately obtained (see paragraph 7 below).

First/Middle/Last Name: _____

Last Four Digits of Social Security Number:

Entity for which you are authorized to file documents:

Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Other districts in which I am certified to file electronically using CM/ECF:

Bankruptcy Court: _____

District Court: _____

Other Court: _____

By submitting this registration form, the undersigned acknowledges and agrees:

1. I am seeking authorization to electronically file documents in cases and proceedings in the United States Bankruptcy Court for the Northern District of Oklahoma.

2. I am authorized to prepare, execute and file documents on behalf of the entity listed above.
3. I understand that the CM/ECF User Login and Limited Use Password assigned to me will constitute my signature on any electronically filed document for all purposes permitted, authorized or required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Evidence, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, Rules and Orders of this Court and any applicable non-bankruptcy law.
4. I understand that it is my responsibility to maintain in my records hard copies bearing an original signature of all documents electronically filed using my Limited Use Password for a period of one year after the case or proceeding in which the papers are filed has been closed.
5. I understand that it is my responsibility to protect and secure the confidentiality of my Limited Use Password. If I believe my password has been compromised, I will immediately notify the CM/ECF Help Desk at (918) 699-4072 or by email at cmecf@oknb.uscourts.gov, and will change my password using the CM/ECF Utilities menu.
6. I understand that it is my responsibility to maintain current registration information on the System (e.g., mailing address, email address, etc.).
7. I understand that although electronic filing is accomplished through the System, all electronic public access to documents filed in a case occurs through the Public Access to Court Electronic Records (“PACER”) Service Center. A PACER login and password is required in addition to the CM/ECF Login and Password, which may be obtained by registering to use PACER at www.pacer.psc.uscourts.gov.
8. This registration constitutes: (1) consent to receive notices electronically and waiver of the right to receive notice by first class mail; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005. Waiver of service and notice by first class mail applies to the service of notice of the entry of an order or judgment.
9. I am familiar with and agree to comply with the *CM/ECF Administrative Guide of Policies & Procedures* currently in effect and any changes or additions that may be made to such administrative procedures in the future.

I agree to the foregoing requirements and verify that the information contained in this document is true and correct.

Date

Applicant Signature

Submit this form to: **U.S. Bankruptcy Court for the Northern District of
Oklahoma
Attn: CM/ECF Help Desk
224 South Boulder Avenue, Room 105
Tulsa, OK 74103**

Upon receipt of a completed application, the Clerk will email a CM/ECF Login and Limited Use Password to the email address entered on the application.