

United States Bankruptcy Court  
For the Northern District of Oklahoma

**ELECTRONIC CASE FILING SYSTEM  
FILING AGENT REGISTRATION FORM**

A **Filing Agent** is a person designated by a **Registered Attorney** of the Court's Case Management/Electronic Case Filing ("CM/ECF") System to file documents on the Registered Attorney's behalf. To obtain a login and password for a Filing Agent, the Registered Attorney and Filing Agent must complete the following form and sign the agreement, verification and acknowledgment where indicated.

**Filing Agent Information**

First/Middle/Last Name: \_\_\_\_\_

Last Four Digits of Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Registered Attorney Information**

Attorney Name: \_\_\_\_\_

Attorney Bar Number and State: \_\_\_\_\_

Attorney Firm Name: \_\_\_\_\_

Attorney Firm Address: \_\_\_\_\_

Attorney Email Address: \_\_\_\_\_

Attorney Phone Number: \_\_\_\_\_

By signing and submitting this registration form, the Filing Agent and Registered Attorney agree to abide by the following requirements:

1. The Registered Attorney agrees to abide by the requirements of Form A, Electronic Case Filing System Attorney Registration Form ("Form A") for all items filed by the Filing Agent.
2. Pursuant to Rule 11 of the Federal Rule of Civil Procedure ("Rule 11") and Rule 9011 of the Federal Rule of Bankruptcy Procedure ("Rule 9011"), every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed on behalf of a represented party shall be signed by at least one attorney of record. The electronic filing of a petition, pleading, motion or other paper by a Filing Agent shall constitute the signature of the Registered Attorney under Rule 11 and Rule 9011.

3. The Filing Agent must protect and secure the login and password issued by the Court. The login and password must be used exclusively by the Filing Agent on behalf of the Registered Attorney. The Filing Agent must immediately notify the Court if misuse of a login and password is suspected.
4. The Registered Attorney must immediately notify the Court if a Filing Agent is no longer authorized to act as a Filing Agent.
5. The Filing Agent agrees to abide by all the requirements set out in the Local Bankruptcy Rules and the CM/ECF Administrative Guide of Policies and Procedure currently in effect, as may be amended from time to time.
6. The Registered Attorney and the Filing Agent understand that the Court may revoke a Filing Agent's login and password for cause, including failure to comply with any provisions of this agreement, revocation of the Registered Attorney's login and password, or other misuse of the CM/ECF System.

The Filing Agent agrees to the foregoing requirements and verifies that the information contained in this document is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Filing Agent Signature

The Registered Attorney hereby acknowledges that the above Filing Agent is authorized to file documents through the CM/ECF System on behalf of the Registered Attorney, and further acknowledges that all documents filed by the Filing Agent, on behalf of the Registered Attorney, are deemed to be signed and filed by me for purposes of Rule 11 and Rule 9011.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registered Attorney Signature

The Filing Agent is permitted to pay any applicable fees required in conjunction with electronically filed documents that require a fee. (only check box and initial if yes) \_\_\_\_\_ Registered Attorney Initials

Filing Agent was trained to file documents through the CM/ECF System at the following court:

\_\_\_\_\_

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 Filing Agent Registration Form and verification of training or competence in using the CM/ECF System, the Clerk will email a CM/ECF login and password to the Filing Agent's email address.