FORM C

United States Bankruptcy Court
For the Northern District of Oklahoma

ELECTRONIC CASE FILING SYSTEM
FILING AGENT REGISTRATION FORM

A person desiring to register as a Filing Agent for filing documents through the internet component of the courtôs Case Management/Electronic Case Filing (ñCM/ECFò) System (the ñSystemò) on behalf of a Filing User (an attorney previously registered with the court as a Filing User of CM/ECF) must provide the information requested below.

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Phone Number: _____

Email Address: _____

Filing User (Attorney) for Whom You Are Registering as a Filing Agent:

_____

Firm Name: _____

Firm Address: _____

_____

Phone Number: _____

FAX Number: _____

Email Address: _____

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

1. The Filing User agrees to abide by the requirements of Form A for all items filed by the Filing Agent.

2. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 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 attorney the document is filed on behalf of under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 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 Filing User. The Filing Agent must not knowingly permit the login and password to be used by anyone who is not authorized. The Filing Agent must immediately notify the court if misuse of a password is suspected.

4. The Filing User 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, and any changes or additions that later may be made.

6. The Filing User and the Filing Agent understand that the court may revoke a Filing Agentôs login and password and, therefore, authority and ability to electronically file documents for cause, including failure to comply with any provisions of this agreement, failure to adequately protect the Filing Agent password, failure to comply with the provisions of the Local Bankruptcy Rules and/or CM/ECF Administrative Guide of Policies and Procedure, revocation of the Filing Userôs login and password, or other misuse of the System.

7. Either a or b below must be applicable; please check the appropriate box.
   - ☐ a. Filing agent was trained in the following Court: _____
   - ☐ b. Filing agent has completed the CBTôs listed on the following page as indicated.

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

_____ _____

Date Filing Agent Applicant Signature

I hereby acknowledge that the above applicant is authorized to act on my behalf as a Filing Agent for filing documents through the internet component of the courtôs Case Management/Electronic Case Filing system. I further acknowledge that any document filed by the above applicant as my Filing Agent is deemed to be signed by and filed by me for purposes of Federal Rule of Bankruptcy Procedure 9011.

_____ _____

Date Filing User 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 if yes) _____ Filing User Attorney Initials

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 and/or competence in the System, the Clerk will email a CM/ECF Login and Password to the email address of the Filing Agent entered on the form.

The following is a list of CBT modules required for registration in the CM/ECF System for the United States Bankruptcy Court for the Northern District of Oklahoma at http://www.oknb.uscourts.gov/content/cmecf-computer-based-training-modules.

Filing Agent – Mandatory List – Check if completed

☐ 1. Important Information for Filing Electronically in the Northern District of Oklahoma (2.42 min)
☐ 2. Introduction and Login to CM/ECF (4.50 min)
☐ 3. Changing your Password and Maintaining Your CM/ECF Account (6.56 min)
☐ 4. Entry of Appearance and Request for Notice (6.07)
☐ 5. Filing a Motion and Multi-Part Motion (10.40 min)
☐ 6. Filing an Objection/Response (5.66 min)
☐ 7. Filing a Reaffirmation Agreement (7.39 min)
☐ 8. Filing a Request for Entry of Order (6.85 min)
☐ 9. Open a New Bankruptcy Case (11.41 min)
☐ 10. Judge/Trustee Assignment (1.53 min)
☐ 11. Uploading a List of Creditors (2.43 min)
☐ 12. Paying a Filing Fee (3.91 min)
☐ 13. Filing a New Adversary Proceeding (7.52 min)

I certify that I have completed the online CBTôs provided by the United States Bankruptcy Court for the Northern District of Oklahoma as indicated by the checkmarks next to the appropriate CBTôs listed above.

_____ _____

Date Attorney Signature