

United States Bankruptcy Court
for the Northern District of Oklahoma

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM**

This form shall be used by all attorneys to register for an account on the Court's Case Management/Electronic Case Filing ("CM/ECF") System (the "System"). Registered attorneys will be authorized to electronically file 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: _____

Attorney Bar Number and State: _____

Firm Name: _____

Firm Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

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

1. The registering attorney will be authorized and expected to file documents electronically in cases and proceedings in the United States Bankruptcy Court for the Northern District of Oklahoma. All attorneys must comply with Local Rule 9010-1.
2. Each attorney that intends to file pleadings or other papers electronically must complete and sign this Attorney Registration Form in order to obtain a CM/ECF User Login and Password. The User Login and Password assigned to an attorney will serve as and constitute the attorney's signature on all electronically filed documents. Therefore, a registered attorney must protect and secure the User Login and Password after it is issued by the Court. If a Password is believed to be compromised, the registered attorney shall

immediately notify the CM/ECF Help Desk at (918) 699-4072 or by email at cmecf@oknb.uscourts.gov, and shall change the Password using the CM/ECF Utilities menu.

3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor 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 registered attorney shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. No attorney shall knowingly permit or cause to permit his or her Password to be utilized by anyone other than an authorized employee of his or her law firm.
4. The registered attorney is responsible for any applicable fees required in conjunction with electronically filed documents that require a fee and shall pay those fees through the System by credit card, approved debit card, or other means approved by the Court's electronic payment system (pay.gov). **All filing fees due must be paid on the calendar date on which the transaction requiring the fee occurred.** Failure to do so may result in temporary loss of access to the System, striking of the pleading filed, or no action taken by the Clerk.
5. This registration constitutes: (1) consent by the registered attorney to receive notices electronically and waiver of the right to receive notice by first class mail; (2) consent by the registered attorney 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.
6. The registered attorney shall maintain current registration information on the ECF System (e.g., mailing address, email address, etc.).
7. 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. An attorney may register to use PACER on the PACER web site (www.pacer.gov).
8. The registered attorney shall be familiar and 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.
9. Is the registering attorney seeking to practice in this Court *pro hac vice*:
 No. Skip to question 10.
 Yes. I affirm that I am admitted to practice in the United States Courts for the

_____ District of _____.

Section 9 or 10 must be fully completed.

10. If the registering attorney is admitted to practice in this Court under Local Rule 9010-1A, to which of the following Courts is the attorney admitted to practice:

Northern District of Oklahoma

Eastern District of Oklahoma

Western District of Oklahoma

Supreme Court for the State of Oklahoma

11. If the registering attorney is certified to file electronically using CM/ECF, please indicate the court(s) where registered:

Bankruptcy Court: _____

District Court: _____

Court of Appeals: _____

12. **If not currently certified to file electronically with another Court**, please follow the instructions on the following pages for completing the Computer Based Training (CBT) modules on the Court's Internet website.

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

Date

Attorney 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 Attorney Registration Form, the Clerk will email a CM/ECF Login and Password to the email address entered on the form. All users will be added to the Court's email notice list. Users may manage their membership in this list as they wish.

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

1. Debtor's Attorney – Mandatory List – Check if completed

- a. Important Information for Filing Electronically in the Northern District of Oklahoma (2.42 min)
- b. Introduction and Login to CM/ECF (4.50 min)
- c. Changing your Password and Maintaining Your CM/ECF Account (6.56 min)
- d. Open a New Bankruptcy Case (11.41 min)
- e. Judge/Trustee Assignment (1.53 min)
- f. Uploading a List of Creditors (2.43 min)
- g. Paying a Filing Fee (3.91 min)
- h. Filing a Motion and Multi-Part Motion (10.40 min)
- i. Filing an Objection/Response (5.66 min)
- j. Filing a Reaffirmation Agreement (7.39 min)
- k. Filing a Request for Entry of Order (6.85 min)
- l. Filing a New Adversary Proceeding (7.52 min)

2. Creditor's Attorney – Mandatory List – Check if completed

- a. Important Information for Filing Electronically in the Northern District of Oklahoma (2.42 min)
- b. Introduction and Login to CM/ECF (4.50 min)
- c. Changing your Password and Maintaining Your CM/ECF Account (6.56 min)
- d. Entry of Appearance and Request for Notice (6.07)
- e. Paying a Filing Fee (3.91 min)
- f. Filing a Motion and Multi-Part Motion (10.40 min)
- g. Filing an Objection/Response (5.66 min)
- h. Filing a Reaffirmation Agreement (7.39 min)
- i. Filing a Request for Entry of Order (6.85 min)
- j. Filing a New Adversary Proceeding (7.52 min)

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

Date

Attorney Signature