

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 in 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: A login and password must also be obtained from the Public Access to Court Electronic Records ("PACER") Service Center (<https://pacer.uscourts.gov/>).*

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 this Attorney Registration Form and submit it to the Court with an original signature. I understand that by logging into the Court's CM/ECF System this constitutes the attorney's signature on all electronically filed documents. Registered attorneys must protect and secure their login and password. If a password is believed to be compromised, the registered attorney shall immediately notify PACER at (800) 676-6856 or by email at [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov) and shall change the password.

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 CM/ECF System using 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 in the Court's CM/ECF System (e.g., mailing address, email address, etc.).
7. Although electronic filing is accomplished through the Court's CM/ECF System, all electronic public access to documents filed in a case occurs through PACER. Registered attorneys must obtain a login and password from PACER (<https://pacer.uscourts.gov/>).
8. The registered attorney shall be familiar and comply with the Court's *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 \_\_\_\_\_.

<b>Section 9 or 10 must be fully completed.</b>
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**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 website.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Signature *(original signature required)*

**Submit this form with an ORIGINAL signature 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 with an **original** signature, the Clerk will grant access to the registered attorney and notify the attorney via email. All registered attorneys in the Court's CM/ECF System will be added to the Court's email notice list. Users may manage their membership in this list as they wish.

**If not currently certified to file electronically with another Court**, the following is a list of CBT modules required to be reviewed by applicants for registration in the CM/ECF System for the United State Bankruptcy Court for the Northern District of Oklahoma. These are located on the Court's website 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.

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Date

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Attorney Signature *(original signature required)*