

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 who seek to file electronically through the Court's Case Management/Electronic Case Filing ("CM/ECF") System (the "System"). *Note: A login and password must also be obtained, and a request must be made through 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. Attorney understands 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 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 through PACER and Pay.Gov. **All filing fees are due at the time of filing and must be paid.** 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 (e.g., mailing address, email address, etc.). Any changes must be made through PACER and submitted to the Court.
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.
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.

Section 9 OR 10 must be fully completed.

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 _____.
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 in another court, 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 review of the Training Resources 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, and receipt of a request for access through PACER, the Clerk may or may not 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.

If **not** currently certified to file electronically with another Court, the following Job Aids are required to be reviewed by applicants for registration in the CM/ECF System for the United States Bankruptcy Court for the Northern District of Oklahoma. These are located on the Court's website under [Training Resources](#).

1. General Information for All Filers – Check if completed

- ☐ Important Information for Filing Electronically in the United States Bankruptcy Court for the Northern District of Oklahoma
- ☐ Clearing Cache/Deleting Cookies
- ☐ CM/ECF Query for Mobile Devices
- ☐ Create Mailing Labels
- ☐ Electronic Installment Payment
- ☐ Finding Case Mailing Information
- ☐ How to change or update your Address, Email, or Phone Number
- ☐ Introduction and Logging Into CM/ECF

2. Attorneys & eFilers – Check if completed

- ☐ Entry of Appearance and Request for Notice
- ☐ Filing a Motion and Multi-Part Motion
- ☐ Filing a New Adversary Proceeding
- ☐ Filing a New Bankruptcy Case
- ☐ Filing an Objection/Response
- ☐ Filing a Reaffirmation Agreement
- ☐ Filing a Request for Entry of Order
- ☐ Judge/Trustee Assignment
- ☐ Paying a Filing Fee
- ☐ Uploading a List of Creditors
- ☐ Viewing History of Internet Payment

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

Date

Attorney Signature *(original signature required)*