

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 court's Case Management/Electronic Case Filing ("CM/ECF") System (the "System") 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.



Upon receipt of a completed Filing Agent Registration Form and verification of training and/or compliance 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.

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**If Filing Agent was not trained to file electronically with another Court**, 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>.

**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 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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Filing Agent Applicant Signature