

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 in 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. *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: _____

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, Electronic Case Filing System Attorney Registration Form, 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 their login and password. 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. If a password is believed to be compromised, the Filing Agent shall immediately notify PACER at (800) 676-6856 or by email at pacer@psc.uscourts.gov and shall change the password.
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 Court's Local Bankruptcy Rules and 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.
6. The Filing User and the Filing Agent understand that the court may revoke a Filing Agent's 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 Court's Local Bankruptcy Rules and/or the Court's *CM/ECF Administrative Guide of Policies and Procedure*, revocation of the Filing Users' login and password, or other misuse of the Court's CM/ECF 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 CBT's 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 (*original signature required*)

I hereby acknowledge that the above applicant is authorized to act on my behalf as a Filing Agent for filing documents in the Court's CM/ECF 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 (*original signature required*)

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 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 Filing Agent Registration Form with an **original** signature, the Clerk will grant access and notify the Filing Agent and Filing User via email. All registered Filing Agents 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 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. These are located on the Court's website 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. Introduction and Login to CM/ECF
3. Changing your Password and Maintaining Your CM/ECF Account
4. Entry of Appearance and Request for Notice
5. Filing a Motion and Multi-Part Motion
6. Filing an Objection/Response
7. Filing a Reaffirmation Agreement
8. Filing a Request for Entry of Order
9. Open a New Bankruptcy Case
10. Judge/Trustee Assignment
11. Uploading a List of Creditors
12. Paying a Filing Fee
13. Filing a New Adversary Proceeding

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

Filing Agent Applicant Signature *(original signature required)*