

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 electronic filing privileges in the Court's Case Management/Electronic Case Filing ("CM/ECF") System (the "System") on behalf of a Registered Attorney and/or Trustee (an attorney/trustee previously registered with the court to file electronically in CM/ECF) must provide the information requested below. *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: \_\_\_\_\_

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 Registered Attorney/Trustee agree to abide by the following requirements:

1. The Registered Attorney/Trustee 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 Registered Attorney/Trustee. 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 [pacerc@psc.uscourts.gov](mailto:pacerc@psc.uscourts.gov) and shall change the password.
4. The Registered Attorney/Trustee 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 Registered Attorney/Trustee 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 Registered Attorney/Trustee's 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 reviewed the Job Aids 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

\_\_\_\_\_  
Registered Attorney/Trustee 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)**

\_\_\_\_\_ Registered Attorney/Trustee 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, and receipt of a request for access through PACER, the Clerk may or may not grant access and notify the Filing Agent and Registered Attorney/Trustee via email. All registered Filing Agents in the Court's CM/ECF System will be added to the Court's email notice list.

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**If Filing Agent was not trained 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

\_\_\_\_\_  
Filing Agent Applicant Signature *(original signature required)*