

United States Bankruptcy Court  
Southern District of Illinois

Case Management/Electronic Case Files  
Filing Agent Registration Form  
**Live System**

This form will be used to establish an account with the Court's Case Management/Electronic Case Files (CM/ECF) system. The filing agent may only perform specified transactions, as authorized by the associated attorney/trustee. NOTE: If you are not a filing agent, complete the attorney/participant registration form.

First/Middle/Last Name: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_

Name of Attorney/Trustee filing agent associated with: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Phone Number: \_\_\_\_\_

Send Electronic Notice to Filing Agent (check one): \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Internet E-Mail Address: \_\_\_\_\_

Is the Filing Agent authorized to make internet payments of filing fees: \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a CM/ECF login with other district(s): \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, indicate which district(s): \_\_\_\_\_

By submitting this registration form, the undersigned Filing Agent agrees to abide by the following requirements and rules:

1. This system is for use only in cases electronically maintained by the U.S. Bankruptcy Court for the Southern District of Illinois. I, the filing agent, certify under penalty of perjury that I am authorized by the above-named attorney/trustee to submit this registration form.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer (486 Minimum) running a standard platform such as Windows XP, Windows 2000 or Macintosh, an Internet provider using Point to Point Protocol (PPP), Internet Explorer 7 or higher, and Adobe Acrobat Writer version 4.0 or higher software to convert documents from a word processor format to portable document format (PDF).

3. I understand that use of my login and password constitutes a filing on behalf of the attorney/trustee to whom I am associated and constitutes the attorney/trustee's signature. Pursuant to Federal Rules of Civil Procedure 11 and Federal Rules of Bankruptcy Procedure 9011, every petition, pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or trustee. A filing agent must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the filing agent to immediately notify the court. The login and password must be used exclusively by the Filing Agent on behalf of the attorney/trustee.
4. I shall notify the court to terminate my status as a filing agent if I cease to be an employee or agent of the attorney/trustee on whose behalf documents are being electronically filed with the court, or for any other reason cease to be authorized to file electronically on behalf of the attorney/trustee.
5. I understand that using my filing agent account to monitor general activity in any case in which I have not *filed* a document is beyond the scope of my filing agent privileges. The filing agent account is intended for performing the specified transactions as authorized by the associated attorney/trustee.
6. I hereby acknowledge that any applicable fees required in conjunction with filings will be paid using a credit card via the Internet directly to the U.S. Treasury through the Pay.gov payment module in CM/ECF if the attorney/trustee so authorizes.
7. In compliance with Federal Rules of Bankruptcy Procedure 9037, I understand that **no** personal or privacy identifiers, i.e., individual's full social security number or taxpayer-identification number, full birth date, names of minors and financial account numbers, are to be included in any pleading, motion or other paper filed with the court. Failure to comply with this rule could result in the removal of electronic filing privileges.
8. The undersigned filing agent agrees to abide by the Local Rules of the Bankruptcy Court for the Southern District of Illinois and the Court's Electronic Filing Rules, and all technical and procedural requirements set forth therein, and any changes or additions that later may be made. The 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.

Please return to: U.S. Bankruptcy Court  
750 Missouri Avenue  
East St. Louis, Illinois 62201  
Attn: CM/ECF Registration

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Applicant Signature

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Initial of First and Last Name/Last 4 digits of SS#

I hereby acknowledge that the above applicant is authorized to act on my behalf as a Filing Agent for filing documents through the Case Management/Electronic Case Files 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 Rules of Bankruptcy Procedure 9011.

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Attorney/Trustee Signature