

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ALABAMA

ELECTRONIC CASE FILING SYSTEM  
Attorney/Participant Registration Form

PLEASE TYPE

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system.

The following information is required for registration:

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

Attorney Bar # and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

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

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

Internet E-Mail Address: \_\_\_\_\_

(Attorney's email for electronic service)

Secondary E-Mail Address: \_\_\_\_\_

(Central Repository, Secretary, etc.)

The information contained in this box will be maintained confidentially, and is necessary for security/confirmation purposes:

Social Security Number: \_\_\_\_\_ Mothers's Maiden Name: \_\_\_\_\_

I already have an ECF login that I use at another court, which is \_\_\_\_\_. Please assign the same login.

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases designated by the *United States District Court for the Southern District of Alabama*. The system may be used to file and view electronic documents, docket sheets, and notices. Please contact the court at 251-690-2371, or email [efile\\_information@alsd.uscourts.gov](mailto:efile_information@alsd.uscourts.gov) to schedule training.

2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant 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 attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete the password from the electronic filing system and issue a new password.
3. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D); (2) consent 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), except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in this court's Standing Order No. 29, which is available on our website at [www.als.uscourts.gov](http://www.als.uscourts.gov).
4. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the login and password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
5. By this registration, the undersigned agrees to abide by all of the rules and regulations in Standing Order No. 29, *In Re: Procedural Rules for Electronic Case Filing* currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return this form to: United States District Court, Southern District of Alabama  
 Attn: ECF Attorney Registration  
 113 St. Joseph Street  
 Mobile, AL 36602

Or FAX to: United States District Court, Southern District of Alabama  
 (251)694-4673

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk by regular, first-class mail. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

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