

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA  
ELECTRONIC CASE FILING SYSTEM  
ATTORNEY REGISTRATION FORM**

This form shall be used to register for an account on the Court's Electronic Filing System. Registered attorneys and other participants will have privileges to electronically submit documents in all cases assigned to the Electronic Filing System. The following information is required for registration:

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

Last four digits of SS#: \_\_\_\_\_

Bar ID#: \_\_\_\_\_

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

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

Firm PACER ID#: \_\_\_\_\_

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

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

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

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

- 1) This system is for use only in cases filed in the U.S. Bankruptcy Court for the District of Arizona. It may be used to file documents, notices and proofs of claim electronically.
  
- 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, Windows 95, or Macintosh, an Internet provider using Point to Point Protocol (PPP), Netscape Navigator version 4.6 or 4.7 or Internet Explorer version 5.5, and Adobe

Acrobat Writer software to convert documents from a word processor format to a portable document format (PDF).

3) Pursuant to Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011 and Local Rule of Bankruptcy Procedure 9011-1.

Every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) 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 password issued by the court combined with the user's identification, serves as and constitutes the attorney's signature. Therefore, an attorney 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 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 that password from the electronic filing system and issue a new password.

4) The undersigned consents to accept service of orders or documents by electronic means, e-mail or facsimile, in lieu of service of a paper copy of the order or document whenever service on the undersigned is required of orders on documents filed in cases on the Electronic Filing System as set forth in the most recent Interim Operating Order, Administrative Procedures and User Manual. This consent shall remain in effect until revoked in writing.

**Please return to :** MIS Department, Att: Sue Christensen  
U. S. Bankruptcy Court  
2929 North Central Ave., 9<sup>th</sup> Floor  
P.O. Box 34151  
Phoenix, AZ 85067-4151

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Applicant Signature

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Initial of First & Last Name

Last 4 Digits SS# or State Bar ID Number

## **HARDWARE/SOFTWARE REQUIRED FOR ECF**

- (1) A personal computer running a standard platform such as Windows, Windows 95, Macintosh, Linux or Solaris with a minimum of 8Mg memory (32MB is recommended)
- (2) An Internet provider using point to point protocol (PPP) (128 bit encryption is recommended).
- (3) Netscape Communicator software Version 4.7. or higher. Version 4.7 is available from Netscape without charge at:

<http://www.netscape.com/download/>

Or Internet Explorer software Version 5.5, available from Microsoft without charge at:

<http://www.microsoft.com/windows/ie/downloads/default.asp>

- (4) Adobe Acrobat Reader, Version 5.0.5 (or latest version) which can be downloaded without charge at:

<http://www.adobe.com/proindex/acrobat/readstep.html> or  
<ftp://ftp.adobe.com/pub/adobe/acrobatreader/>

To file documents in an **ECF** case you will need, in addition to the above, the following:

- (1) Adobe Acrobat Writer software to convert word processing documents and scanned documents to portable document format (PDF's). Only documents in PDF format can be filed on ECF.
- (2) A scanner to image documents that are not in your word processing system.