

United States Bankruptcy Court
District of Massachusetts

**Electronic Case Filing System
Non-Attorney Student Registration Form¹**

Please Print

Non-Attorney Staff:

First/Middle/Last Name

Attorney Name:

First/Middle/Last Name

Law Firm Name:

Business Mailing Address:

Voice Phone Number:

FAX Phone Number:

Internet E-Mail Address(es):

The signed Attorney Certification must be returned with this form unless it is on file already with the Court.

I understand that use of a LOGIN and PASSWORD on the ECF System by the above-named person constitutes use of my signature and I will be held responsible for all activity under my LOGIN and PASSWORD.

I DECLARE THAT THE FOREGOING REPRESENTATIONS OF FACT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Attorney

Date

When completed, send to:

Clerk, U.S. Bankruptcy Court
ATTN: FINANCE, PERSONAL AND CONFIDENTIAL
10 Causeway Street, 11th Floor
Boston, Massachusetts 02222-1074

¹Rule 1 of the Massachusetts Electronic Filing Rules provides for a 90-day trial period in which attorneys may file both conventionally (with paper) or electronically.

U.S. Bankruptcy Court
District of Massachusetts

**Electronic Case Filing System
Attorney Certification**

As the Attorney Applicant, I _____, hereby declare that by
(Please print)
registering for ECF and by submitting this certification form, I understand and agree to the
following:

1. I am currently admitted to practice in the U.S. District Court in Massachusetts or, I am not currently admitted to practice in the U.S. District Court in Massachusetts, but I have complied with Massachusetts Local Bankruptcy Rule 9010-1, and my Motion to Appear Pro Hac Vice has been granted and is attached.
2. I understand that the use of a login and password issued to me serves and constitutes my signature in accordance with FRBP 9011. I agree to protect and secure my password(s) and I will immediately contact the court if I have any reason to suspect that any of my password(s) have been compromised in any way.

Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed with the court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to an attorney (or his/her staff member) registered to use the ECF system identifies the attorney to the court each time that the attorney or his/her staff member logs onto the ECF system. The use of an attorney's password serves as and constitutes the signature of the attorney for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically using a login and password issued to the attorney. Therefore, an attorney must protect and secure the password(s) issued by the court. If any reason exists to suspect a password has been compromised in any way, it is the duty and responsibility of the attorney to notify the court immediately.

3. I further agree to abide by all the rules and procedures of the Local Bankruptcy Rules for the District of Massachusetts currently in effect, and any changes or additions that may be made to these procedures in the future.
4. I understand that by submitting this form I agree to waive conventional service of documents under Federal Rule of Bankruptcy Procedure 7004, except as provided in the Massachusetts Local Bankruptcy Rules, Appendix 8, Electronic Filing Rule 9, and I also agree to accept service of notice of electronic filing of documents on behalf of clients by electronic service as good and sufficient service.

5. I have met the following requirements as to one of the operating systems listed below:

- I have an Internet Service Provider using point-to-point protocol (PTP). (Note: The Court ***strongly*** recommends that connections be made using cable access, DSL service or a T1 line.)
- I have an Internet Browser, either Microsoft Internet Explorer (version 5.5) or Netscape Navigator software (version 4.6x or 4.7x). [**NOT** Netscape version 6.0, America On Line's (AOL) version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5.]
- I have a PACER Account.
- Hardware Requirements (*Minimal Requirements a or b, plus c*)

I have either:

- a. (i) an IBM-compatible Pentium processor-based personal computer. At a minimum, Windows 95 and 98 users should have 128 Megabytes of RAM (better at 256 Megabytes) and 1 Gigabyte of free disk space. Windows 2000, and XP users should try to have the full 512 Megabytes of memory for the best performance.

Note: The more memory you have on your system the faster your documents will process such as when you are scanning and/or converting to PDF format. It is important to note that if you intend to save your images to your own system, you will need a great deal storage and should plan accordingly; and

- (ii) a CD-ROM drive or 3.5" diskette drive.

or

- b. (i) a Macintosh with a 68020 processor or Power Macintosh Apple System Software version 7.1.2 or later; and

- (ii) a CD-ROM drive or 3.5" diskette drive.

and

- c. a Scanner w/Document Feeder that is able to scan a document, save it as a PDF document, and open it again as a PDF document.

- Required Software - I have Adobe Acrobat 4.0 or later (Adobe Reader is not sufficient), and word processing software (e.g., Microsoft Office or Corel's WordPerfect).

6. I hereby declare that any of my office staff who will be using the ECF System and I (if the

attorney will be a user), have a full understanding of a windows-based word processing software package, have one of the required internet browsers, have completed each of the seven (7) Computer-Based-Training (CBT) modules found on the Court's website at www.mab.uscourts.gov and possess the requisite skills to participate in Electronic Case Filing.

7. I understand that any abuse or continual errors in the ECF System may be reason for action by the Court including mandatory retraining, suspension or termination of my electronic filing privileges.

I DECLARE THAT THE FOREGOING REPRESENTATIONS OF FACT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Attorney

Date

Business Address 1

Address 2

Address 3

City

State

Zip

Bar ID #(s) and State #(s)

Internet e-mail address

Telephone Number

When completed, send to:

Clerk, U.S. Bankruptcy Court
ATTN: FINANCE, PERSONAL AND CONFIDENTIAL
10 Causeway Street, 11th Floor
Boston, Massachusetts 02222-1074

**Electronic Case Filing System Registration
and Attorney Certification for Out-of-State Attorneys**

Attorneys who have been trained and issued an ECF login and password in other jurisdictions do not need to attend a District of Massachusetts training program to receive a login and password from the Bankruptcy Court. We will honor the training received in the other federal court, however, to obtain a login and password from this Court, out-of-state attorneys must certify to the same requirements** as in-state attorneys as well as the following additional requirements:

1. I am not currently admitted to practice in the U.S. District Court in Massachusetts, but I have complied with Massachusetts Local Bankruptcy Rule 9010-1, and my Motion to Appear Pro Hac Vice has been granted and is attached.
2. I am a member of the bar in good standing in every jurisdiction where I have been admitted to practice; and there are no disciplinary proceedings pending against me as a member of the bar in any jurisdiction.
3. I have met all of the requirements from the other jurisdiction(s) listed below and have not had my ECF privileges suspended or revoked in any jurisdiction.

Other jurisdictions where I have ECF privileges:

District Location of Training Date of Attendance

District Location of Training Date of Attendance

District Location of Training Date of Attendance

I DECLARE THAT THE FOREGOING REPRESENTATIONS OF FACT ARE TRUE AND
CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Attorney Date

Bar ID #(s) and State(s)

****Out-of-state attorneys must file both certifications before a login and password will be issued.**