

Electronic Records System (ERS) Application Form

Directions: Complete this form with the required information, and then print it. Send it to the Court by **Fax to ERS Registrar at (651) 848-1098**, or by **mail to ERS Registrar, 200 U.S. Courthouse, 316 North Robert Street, St. Paul, MN 55101**. **Classes are held in the Minneapolis office only.** For assistance, please call the ERS Registrar at (651) 848-1053. **Only attorneys receive passwords.**

Attorney name and #			
Firm name			
Firm address			
City, State, ZIP			
Telephone number		Fax:	
E-mail			

I wish to file the required practice documents *without* attending training. Please send a training password to all named below. I agree to review the training materials on the Court's Internet site, <http://www.mnb.uscourts.gov/WebDir/Html/howto8.html>

I want to attend or send a staff member to the class in Minneapolis. Please send me a training password, and register me or my staff as noted below. I understand that the Court will schedule me for the first available date of the three possible dates I choose from the list on the Court's Internet site, http://www.mnb.uscourts.gov/WebDir/Html/training_dates.html

Law Firm Certification: No practice filing is required when a certified coworker in your firm will be electronically filing on your behalf or helping you with filing. Include the name of the certified user here: _____ Provide us with the required address and bar ID, and we will send you a user name and password for immediate use.

Name(s)	Attorney license number (insert "S" for a staff member)	Possible class date	Possible class date	Possible class date

NOTE: Before attending training or filing the required practice documents, you must have an Internet connection, word processing software, the complete Adobe Acrobat program (*not* just the free Acrobat Reader), and a scanner. If you file petitions, you must also have software that creates the petition and schedules in PDF format.