



**United States District Court  
District of New Hampshire**

**ECF REGISTRATION FORM**

**Background:** This form is used to register for an account on the Electronic Case Files (ECF) System. Registered users will have privileges to electronically submit documents and to view the electronic docket sheets and documents.

**Questions?** Check our website at [www.nhd.uscourts.gov](http://www.nhd.uscourts.gov)

**Instructions:** This form cannot be submitted electronically. Complete the form on-line, print, sign, and return it to the Clerk's Office at the address below. A user log-in name and password for access to the ECF system will be issued to you upon receipt of the fully completed form. All information is required, including your original signature, except where noted.

Name:

*(First, Middle Initial, Last)*

Firm Name & Address:

Telephone:

E-mail Address:

Last 4 Digits of Social Security Number:

*(for purpose of creating Login)*

***By submitting this account registration form, the undersigned agrees to the following:***

1. I agree that the combination of the user log-in name and the password will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure. I further agree to protect the security of my password and to immediately notify the Clerk's Office as soon as I learn that my password may have been compromised.
2. In accordance with the provisions of Fed. R. Civ. P. 5(b)(2)(D), I agree that service may be given to me by electronic means through the court's transmission facilities.
3. I agree to waive the provisions of Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(c) providing for service of notice of the entry of an order or judgment by mail and I consent that such notice may be served by electronic means through the court's transmission facilities.
4. I agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved civil and criminal event menus of the ECF system.
5. I certify that I have reviewed the USDCNH Administrative Procedures for Electronic Case Filing and that I have a PACER account number.
6. I certify that I have subscribed to the ECF User Group on the court's web site.
7. I certify that I am admitted to practice in this district pursuant to LR 83.1 or 83.2 (check one below).  
 Member of USDCNH Bar    Government Attorney    Pro Hac Vice    MDL Attorney of Record

Signature:

Date:

**Return this form to:**

James R. Starr  
Clerk, U.S. District Court  
Attn: ECF Registrations  
55 Pleasant Street, Room 110  
Concord, NH 03301

**For Court Use Only:**

Login: \_\_\_\_\_  
Password: \_\_\_\_\_  
Prid No: \_\_\_\_\_  
Date Assigned: \_\_\_\_\_