

**United States Bankruptcy Court
Eastern District of Missouri**

**ELECTRONIC CASE FILING (ECF) SYSTEM
LIMITED PARTICIPANT REGISTRATION FORM
AND USER AGREEMENT**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing documents via the ECF system in the United States Bankruptcy Court for the Eastern District of Missouri. Each participant desiring access to limited electronic filing privileges must complete and sign this Limited Participant Registration Form and User Agreement. To register for an account on the Court's ECF system, please provide the information requested below:

Name (Last, First, Middle): _____

Last four digits of Social Security Number: _____

Agency/Company: _____

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____

By submitting this registration form, participant agrees to the following:

1. The ECF system is used to file and view electronic documents, docket sheets, and notices.
2. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion, and other paper (except lists, schedules, statement 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. The unique password issued to participant identifies that participant to the Court each time participant logs-on to the ECF system. The use of participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password. Therefore, participant must protect and secure the password issued by the Court.
3. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password

no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately.

4. Participant's registration will constitute a waiver in law of conventional service of documents. Participant consents to the electronic service of pleadings and other papers. Participant agrees to maintain a current and active e-mail address to receive notification from the ECF System. Participant also agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.
5. As a participant with limited filing privileges, participant will only have access to perform the following transactions:
 - a. Proof of Claim
 - b. Notice of Appearance (attorneys)
 - c. Creditor's Request for Service/Notice
 - d. Notice of Transfer of Claim
 - e. Reaffirmation Agreements
6. Participant will file documents by using the Court's ECF system. However, to simply view information on a specific case participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER login is required in addition to the ECF password issued by the Court. To register for PACER participant must complete the online form or submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
7. Participant agrees to abide by all of the local rules and procedures of U.S. Bankruptcy Court of the Eastern District of Missouri concerning the use of the ECF system.

Applicant Name (please print)

Applicant Signature

Date

Please return to: ECF Training Team
U.S. Bankruptcy Court
Eastern District of Missouri
111 S. 10th Street, 4th Floor
St. Louis, MO 63102