

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

**ELECTRONIC CASE FILING (ECF) SYSTEM**  
<https://ecf.moeb.uscourts.gov>

**Full Participant Registration Form and User Agreement**

This form is to be used by attorneys to register for **FULL FILING PRIVILEGES**. Full Filing Privileges allow the user to file documents with the United States Bankruptcy Court for the Eastern District of Missouri via the Internet using the Court's ECF system. Each attorney desiring to file pleadings or other papers electronically must complete and sign this 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: \_\_\_\_\_

State Bar ID #: \_\_\_\_\_ State of Admission: \_\_\_\_\_

Eastern District of Missouri Bar #: \_\_\_\_\_

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

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

Firm City, State and Zip: \_\_\_\_\_

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

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

Send Notice to These Additional E-Mail Addresses: \_\_\_\_\_

\_\_\_\_\_

Send Electronic Notice (only check one): \_\_\_\_\_ Each Filing \_\_\_\_\_ End of Day Summary

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

1. This ECF system is used to file and view electronic documents, docket sheets, and notices in the U.S. Bankruptcy Court for the Eastern District of Missouri. **NOTE: This is a restricted Web site for official court business only.** Unauthorized entry or use, or any use that attempts to circumvent access controls or the PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Any prohibited activities or usage may result in immediate withdrawal of access privileges, referral for prosecution, and/or permanent suspension of filing and use privileges in this Bankruptcy Court.
2. 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 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 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. Participant agrees that originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures and/or require verification under Federal Rule Bankruptcy Procedure 1008, or an unsworn declaration as provided in 28 U.S.C. Section 1746, must be maintained by the participant who filed the document for a period not less than two years after the case is closed. If the party who filed the document is not represented by counsel or is not yet a participant in the ECF system, it is the party's responsibility to maintain the document. The Court's two year retention requirement is not meant to supersede any requirements imposed by a local or state bar or the Rules of Professional Conduct that may require a longer period of retention.
6. Participant agrees that registration for the use of the ECF system constitutes: (1) written consent to receive notice electronically and waiver of the right to receive notice by first-class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure

5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment under Federal Rule of Bankruptcy Procedure 9022. Notice by electronic means is complete as contemplated by Federal Rule of Bankruptcy Procedure 9036.

7. Participant will file documents 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 system 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>).
8. Participant agrees to abide by the local rules and procedures of U.S. Bankruptcy Court of the Eastern District of Missouri concerning the use of the ECF system. The Court's rules and procedures can be located on the Court's website at [www.moeb.uscourts.gov](http://www.moeb.uscourts.gov).

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Applicant Name (please print)

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Applicant Signature

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Date

Please return to:      ECF Registration  
                                 U.S. Bankruptcy Court  
                                 Eastern District of Missouri  
                                 111 S. 10<sup>th</sup> Street, 4<sup>th</sup> Floor  
                                 St. Louis, MO 63102