

ATTORNEY USER AGREEMENT

**United States Bankruptcy Court
Eastern District of Missouri
ELECTRONIC CASE FILING (ECF) SYSTEM
User Agreement**

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 website for official court business only.** Unauthorized entry or use, or any use that attempts to circumvent access controls or the Public Access to Court Electronic Records (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 username identifies that participant to the Court each time participant logs-on to the ECF system. The use of participant's username and 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 their username and password.
3. Each participant filing documents using the Court's ECF system, or simply viewing information on a specific case through the PACER Service Center, must have their own login and password to the PACER system. Registration with the PACER system must be completed online via the PACER website (<https://www.pacer.uscourts.gov>).
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. **Note: Failure to maintain a current e-mail address to receive notification through ECF will result in the filer's ECF account being locked. The filer will be unable to receive notification through ECF and will be unable to file electronically while their account is locked. The filer's ECF account will remain locked until they contact the Court to update their e-mail address.**
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 agrees to abide by the local rules and procedures of the 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.