

UNITED STATES BANKRUPTCY COURT DISTRICT OF CONNECTICUT

ECF FORM NO. 1 – Filer Registration Form

Filer Registration, Waiver of Notice and Service by Mail, and Consent to Electronic Notice and Service for Electronic Case Filing System.

NOTE: If you are a Visiting Attorney admitted to appear *pro hac vice*, the Court requires another form for Visiting Attorneys appearing *pro hac vice*: Local Form CTB-LF-205, *ECF FORM NO. 1a – Pro Hac Vice Registration Form*. Visiting Attorneys must use Form CTB-LF-205 to register for CM/ECF Filer privileges.

The U.S. Bankruptcy Court for the District of Connecticut upgraded its CM/ECF system to NextGen on October 12, 2021. New requests for electronic filing privileges must be submitted from your PACER account. In addition to the request through PACER, you must also complete and submit this registration form to the Court.

Please complete and return by e-mail to: ctb_ecf_registrations@ctb.uscourts.gov. We will contact you via e-mail regarding your registration after review of the information.

FULL NAME	
PACER USERNAME	
OFFICE MAILING ADDRESS (Street, City, State and Zip Code)	
FIRM NAME	
FEDERAL BAR ID (District of Connecticut)	
OFFICE PHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS FOR USE IN ELECTRONIC FILING, NOTICE AND SERVICE	
OTHER DISTRICTS THAT YOU ARE APPROVED TO ELECTRONICALLY FILE USING CM/ECF	

I declare under the penalty of perjury, the following is true:

1. I am admitted to practice in the United States District Court for the District of Connecticut and that the information set forth above is true and correct.
2. I agree that the use of electronic filing privileges obtained pursuant to this registration is to electronically file a document in a bankruptcy case or adversary proceeding before this Court. The electronic transmission of any document using the electronic filing privileges granted to me will constitute my signature upon documents filed using my account, for all purposes authorized and required by law, including, without limitations, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, and non-bankruptcy law.
3. I agree that the documents I electronically file using the Court's CM/ECF system must contain a signature and signature block in compliance with Fed. R. Bankr. P. 9011 and Section 10 of Appendix A to the Local Rules of Bankruptcy Procedure.
4. I agree that it is my responsibility to maintain in my records all documents bearing original signatures filed using my account for a period of five (5) years after the case or proceeding in which the documents have been filed has been closed.
5. I agree that I must pay any fees incurred for transactions made in CM/ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.
6. I agree that it is my responsibility to protect and secure my PACER account used to electronically file documents in the Court's CM/ECF system, and that if I allow my account to be used by anyone other than myself that I do so at my own risk. If I believe that my PACER account has been compromised, it is my responsibility to immediately notify the Court.
7. I agree that it is my responsibility to notify the Court, immediately in writing, of any change in my address, telephone number, fax number, or e-mail address. I agree to promptly update my contact information using the "Manage My Account" portal on PACER at: <https://pacer.uscourts.gov/my-account-billing/manage-my-account-login>.
8. I agree that by registering as a CM/ECF Filer, I waive the right to personal service or first-class mail service, and I request and consent to electronic notice and service via receipt of a "Notice of Electronic Filing ("NEF")" from CM/ECF of all filed documents to which I am entitled.
9. I agree to comply with the redaction requirements, pursuant to Fed. R. Bankr. P. 9037 and D. Conn. Bankr. L. R. 1007-1 (b). I understand that filers, and not the Court, are solely responsible for redacting documents.
10. If the terms and conditions change, information regarding the changes will be posted at: <http://www.ctb.uscourts.gov>. I understand that it is my responsibility as a CM/ECF Filer to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.
11. I acknowledge that I have reviewed the United States Bankruptcy Court's Administrative Procedures for Electronic Case Filing, which are in Appendix A to the Local Rules, prior to receiving electronic filing privileges. I agree to adhere to the Administrative Procedures. I understand that it is my responsibility to at least annually review the Administrative Procedures for any modifications.

12. If the terms and conditions change, information regarding the changes will be posted at: <http://www.ctb.uscourts.gov>. I understand that it is my responsibility as a CM/ECF Filer to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.
13. I certify under penalty of perjury that the information I am submitting to request electronic filing privileges is true and correct. I acknowledge that I have read and agree to the terms and conditions above.

ATTORNEY SIGNATURE

Please sign this form by hand, in ink

Date

Submit completed registration forms by e-mail to:
ctb_ecf_registrations@ctb.uscourts.gov.

You will receive further information about your electronic filing privileges from PACER and this Court.

FOR COURT USE ONLY:

Approved by: _____

DATE

NOTES: