

# 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 for Electronic Case Filing System.

**NOTE:** If you are an attorney with permission to appear *pro hac vice*, the Court requires another form for attorneys appearing *pro hac vice*:  
ECF FORM NO. 1a – Pro Hac Vice Registration Form.

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](mailto:ctb_ecf_registrations@ctb.uscourts.gov) or by mail to the U.S. Bankruptcy Court, ATTN: ECF Registration, 450 Main Street, Hartford, CT 06103. We will contact you via e-mail regarding your registration after review of the information.

FULL NAME	
PACER USERNAME	
MAILING ADDRESS (Street, City, State and Zip Code)	
FIRM NAME	
FEDERAL BAR ID	
PHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS FOR USE IN ELECTRONIC FILING	
OTHER DISTRICTS I AM 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 11 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 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.
6. 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>.
7. 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 service via receipt of a "Notice of Electronic Filing" from CM/ECF of all filed documents to which I am entitled.
8. I agree to comply with the redaction requirements, pursuant to Fed. R. Bankr. P. 9037. I understand that filers, and not the Court, are solely responsible for redacting documents.
9. 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.
10. I agree to adhere to the United State Bankruptcy Court Administrative Procedures for Electronic Case Filing. I understand that it is my responsibility to review the Court's Administrative Procedures for any modifications made. I acknowledge that I have reviewed those Procedures prior to receiving electronic filing privileges.
11. 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 the limited 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.

12. 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.

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ATTORNEY SIGNATURE

Please sign this form by hand, in ink

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Date

Submit completed registration forms by mail to:  
U.S. Bankruptcy Court, ATTN: ECF Registration, 450 Main Street, Hartford CT 06103;

or by e-mail to:  
[ctb\\_ecf\\_registrations@ctb.uscourts.gov](mailto:ctb_ecf_registrations@ctb.uscourts.gov).

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

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FOR COURT USE ONLY:

Approved by: \_\_\_\_\_

\_\_\_\_\_ DATE

NOTES:

# UNITED STATES BANKRUPTCY COURT DISTRICT OF CONNECTICUT

## CM/ECF CERTIFICATION EXAM FOR CM/ECF FILERS WHO DO NOT HAVE ELECTRONIC FILING PRIVILEGES WITH ANY OTHER FEDERAL COURT UNIT

Note: If you have not used CM/ECF before, you are encouraged to practice using the Court's CM/ECF Train environment, or request from the Court a training session before taking this certification exam. Failure to participate in training may have a negative impact on your final score. Registration is contingent on passing the certification exam.

This test consists of three parts: Part I consists of 10 questions. The questions cover the processes of filing documents in the Court's CM/ECF system. Part II consists of the instructions, and Part III consists of 3 assignments. The assignments represent typical documents that you may file in the CM/ECF system. Failure to comply with the instructions in their entirety will result with a rejection of your request for electronic filing privileges.

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Please complete the information below before submitting your exam.

FirstName \_\_\_\_\_  
Last Name \_\_\_\_\_  
EmailAddress \_\_\_\_\_  
Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
CT Bar # \_\_\_\_\_  
Date \_\_\_\_\_

## **PART I** **QUESTIONS**

1. In order to attach a document to your entry in CM/ECF, the document must be in what format?
  - A. Word
  - B. WordPerfect
  - C. PDF Format
  - D. On a diskette
  
2. When filing a chapter 7 case without schedules, the screen asks you to indicate if there are deficiencies, you select the drop down “y” box indicating that there are deficiencies?
  - A. True
  - B. False
  
3. When adding several parties in an adversary case, at what point do you indicate to the system that you have added all parties?
  - A. When you reach final text
  - B. When the selection “end party selection” is selected
  - C. When you click on “Adversary”
  - D. When you click on “Search”
  
4. When filing a document using the CM/ECF system, the system generate a Notice of Electronic Filing. This notice shall be deemed the equivalent of service of the pleading or other paper by first class mail to the parties receiving email notification?
  - A. True
  - B. False
  
5. When filing a bankruptcy petition, you need to search for the party. If the party’s name appears you?
  - A. Create a new party
  - B. Select the party from the list
  - C. None of the above, there’s no need to do a search
  - D. Search again, until no name comes up
  
6. When filing your bankruptcy petition, you need to attach the petition to your entry. How do you do this?
  - A. As an email attachment
  - B. Mail a copy to the court, the clerk’s office will scan and attach the document
  - C. At the browse screen as a PDF document
  - D. All of the above
  
7. Which of the following statements best describes the method used to record the party who is filing the document?
  - A. Type the party’s name in the docket text
  - B. Click the check-box for the correct party
  - C. The party’s name is added automatically
  - D. Pick the name of the party from the pick list

8. Before attaching the document to the docket entry, you should double check that the document you are about to attach is the correct document, so you?
- A. Right click on the document then, left click on open
  - B. Single left click on the document to view.
  - C. Single click on either left or right to view
  - D. None of the above, you cannot view the document before attaching
9. If it is the first time you are filing a document for a party, how do you create the association between you and the party in the case?
- A. You do not need to because it is automatic
  - B. When you get the screen that asks you to check the box for the association
  - C. Once the document is filed the association is created
  - D. None of the above
10. If you realize that your Final Docket Text contains an error, how would you correct that error before accepting that final docket text?
- A. Click the “back” button one or more times to find the error
  - B. Log off and try again
  - C. Fix the error in the text screen

## **PART II**

### **INSTRUCTIONS**

You must file the three documents listed below along with your completed registration forms. The documents must be filed exactly as specified below. You will need to enter our training database to complete your assignments. There are 20 logins and passwords available for your use to enter the training database. If you receive the following message: “Warning: the account you entered is already logged in”, click on the cancel button and try another login and password or try again later. Logins and passwords are listed on page 6 of this document. The address for the training database is <https://ecf-train.ctb.uscourts.gov>.

NOTE: The documents to be attached should be a one page “dummy” document. The document should only contain the name of the document filed.

1. Chapter 7, no asset, joint case, with deficiencies
2. Motion for relief from stay on the above case, filed by yourself on behalf of American Express to continue in a foreclosure action.
3. A 727 Complaint filed by you on behalf of American Express as the plaintiff and the debtor on the above case as the defendant.

## **PART III** **ASSIGNMENTS**

You must submit the following 5 items to the court for review, before a password and login will be assigned:

1. A copy of this exam (with answered questions)
2. The case number of the above chapter 7 case that you filed. Enter case # here: \_\_\_\_\_
3. The document number of the above motion. Enter the document # here: \_\_\_\_\_
4. The adversary number for the above complaint. Enter the adversary # here: \_\_\_\_\_
5. Your registration Form

Please submit the 5 items above to the following address:

U.S. Bankruptcy Court  
Attn: ECF Registration  
450 Main Street  
Hartford, CT 06103

or by e-mail to:  
ctb\_ecf\_registrations@ctb.uscourts.gov

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### CM/ECF-TRAIN LOGINS AND PASSWORDS

PACER Login:	Password:
test_aty1	Attorney1!
test_aty2	Attorney2!
test_aty3	Attorney3!
test_aty4	Attorney4!
test_aty5	Attorney5!
test_aty6	Attorney6!
test_aty7	Attorney7!
test_aty8	Attorney8!
test_aty9	Attorney9!
test_aty10	Attorney10!
test_aty11	Attorney11!
test_aty12	Attorney12!
test_aty13	Attorney13!
test_aty14	Attorney14!
test_aty15	Attorney15!
test_aty16	Attorney16!
test_aty17	Attorney17!
test_aty18	Attorney18!
test_aty19	Attorney19!
test_aty20	Attorney20!