

UNITED STATES BANKRUPTCY COURT DISTRICT OF CONNECTICUT

ECF FORM NO. 2 – Limited User Registration Form

This form is to be used by creditors, parties in interest, court reporters, transcribers, healthcare ombudsman, auditors, and personal financial management course providers to register for limited filing privileges to electronically file documents using the CM/ECF system in the U.S. Bankruptcy Court for the District of Connecticut.

NOTE: If you are an attorney admitted to the Federal bar in Connecticut or admitted as a Visiting Attorney to appear *pro hac vice* in a case before this Court, do not complete this form. Instead, complete the applicable Filer registration form:

- ECF FORM NO. 1 – Filer Registration Form, or
- 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 Clerk’s Office.

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	
MAILING ADDRESS (Street, City, State and Zip Code)	
FIRM NAME/COMPANY	
ENTITY FOR WHICH YOU ARE AUTHORIZED TO FILE	
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, the Limited User, agree that an electronic filing made with my PACER login constitutes my signature for all purposes pursuant the Federal Rules of Bankruptcy Procedure and the Local Rules of the Court, and shall have the same force and effect as if I had affixed my signature on a paper document being filed. 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, the Administrative Procedures for Electronic Case Filing. Signatures will be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line.
2. I agree to comply with the Local Rules of Bankruptcy Procedure, Orders, and Appendix A to the Local Rules of Bankruptcy Procedure, the Administrative Procedures for Electronic Case Filing. I understand that a Limited User’s electronic filing privileges are narrow in scope. I will only use CM/ECF to electronically file the listed document types appropriate to my filer type as allowed by the Court: a) proof of claim, b) transfer of claim, c) withdrawal of claim, d) transcript, e) audit report, f) personal financial management course certificate. The Court reserves the right to modify these options or add additional options as deemed necessary.
3. 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.
4. 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.
5. 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-myaccount-login>.
6. I understand that electronically filed documents requiring original signatures from any person other than me must be maintained by me in paper form, bearing the original signatures, for 5 years after closing of the case or proceeding in which the documents were filed. Upon the Court’s request, I must provide the original signed documents for review.
7. 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.
8. I understand that using my Limited User electronic filing privileges to monitor general activity in any case in which I have not filed a document is beyond the scope of my Limited User privileges. The Limited User electronic filing privilege is intended to perform specified transactions, as set forth in paragraph 2 above. In order to view and retrieve electronic docket sheets and documents available on CM/ECF, I will use PACER or the Courts’ RSS feed. [Note: PACER login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at <http://pacer.psc.uscourts.gov>. For assistance, also call 1-800-676-6856.]

9. I may request to terminate my status as a Limited User by contacting the Court in writing at any time. If I cease to be an employee or agent of an entity on whose behalf documents are being electronically filed, or for any other reason cease to be authorized to file electronically on behalf of said entity, I will promptly contact the Court in writing and request to terminate my filing privileges.
10. I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my Limited User privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my electronic filing privileges are revoked by the Court, the Court will notify the Executive Office for U.S. Trustees of the revocation.
11. At any time without advance notice, the Court may, *sua sponte*, revoke my electronic filing privileges for any reason and require future documents to be filed conventionally or in any other format specified by the Court.
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 the Limited User 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 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.
14. 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.

Signature of Limited User

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: