

United States Bankruptcy Court  
District of Nebraska  
ELECTRONIC CASE FILING SYSTEM ATTORNEY REGISTRATION FORM  
PLEASE TYPE  
Revised: 06/25/14

This form shall be used to register for accounts on the U.S. Bankruptcy Court's Case Management/Electronic Files (CM/ECF) systems. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system. The following information is required for registration:

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

Last Four Digits of Social Security Number: \_\_\_\_\_

Attorney Bar # and State: \_\_\_\_\_

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

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

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

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

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

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The system is for use only in cases designated by the U.S. Bankruptcy Court for the District of Nebraska. The system is be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form.
3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.

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*For Court Use Only:*

*Login:* \_\_\_\_\_ *Password:* \_\_\_\_\_

*DC check:* \_\_\_\_\_

*Date:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

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4. I understand that use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Rule 9011 and 28 U.S.C. 1746, and shall have the same force and effect as if I had affixed my signature on a paper document being filed. Signatures will be indicated by “/s/” and they typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line.
5. I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of one (1) year after the case or proceeding in which the papers are files has been closed. Upon the court’s request, I must provide the original signed documents for review.
6. I shall protect and secure the login and password issued by the court and I shall be solely responsible to the court regarding each record entered in the CM/ECF system using my login and password. The login and password will be used only by me and by employees to whom I give authorization. Authorized employees shall review the terms of this registration form and sign a copy for my records. If there is any reason to suspect misuse of the password, it is my duty to change my password and immediately contact the court to report the suspected misuse.
7. I shall maintain the accuracy of my account (e.g. mailing address, telephone number, e-mail address).
8. I agree to adhere to all rules and procedures of the U.S. Bankruptcy Court for the District of Nebraska concerning the use of CM/ECF.
9. Registration as a Filing User constitutes: (1) 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. Notice by electronic means is complete as set forth in the Local Rule notwithstanding Federal Rule of Bankruptcy Procedure 9036.
10. A user accesses court information via the court’s Internet site or through the Public Access to Court Electronic Records (“PACER”) Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>). For PACER assistance, call 1-800-676-6856.
11. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent Local Rules and General Orders currently in effect.
12. At any time without advance notice, the court may, *sua sponte*, deactivate my account for any reason and require future documents to be filed conventionally or in any other format specified by the court.

**Please return application:**

**By email:** [Nebml\\_ecfaccess@neb.uscourts.gov](mailto:Nebml_ecfaccess@neb.uscourts.gov)

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Date

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Attorney/Participant Signature

# Attorney Online Training

Please select the following “Online Training Courses” that you have completed from the United States Bankruptcy

Court - District of Nebraska website at [www.neb.uscourts.gov](http://www.neb.uscourts.gov)

## Debtor Attorney Online Training:

- Case Opening - (No Deficiencies)
- Case Opening - (With Deficiencies)
- Upload a Creditor Matrix
- Certificate of Credit Counseling
- Chapter 13 Plan
- Amended Chapter 13 Plan
- Motion to Avoid Lien
- Affidavit
- Amended Schedules - Fee Due
- Amended Schedules - No Fee Due
- Certificate of Financial Management

## Creditor Attorney Online Training:

- Notice of Appearance and Request for Notice
- Motion for Relief
- Objection
- Objection to Confirmation of Plan
- Affidavit
- Stipulation
- Reaffirmation Agreement
- Proof of Claim