

**FORM A - Local Bankruptcy Rule 5005-4**

**ELECTRONIC CASE FILING SYSTEM  
ATTORNEY REGISTRATION FORM**

This form shall be used to register for accounts on the Court's Case Management/Electronic Case Filing (CM/ECF) system. 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:

First/Middle/Last Name: \_\_\_\_\_

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

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

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

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

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

Cell Phone Number (for chambers use ONLY) \_\_\_\_\_

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

Send Notice to These Additional E-Mail Addresses: \_\_\_\_\_

Send Electronic Notice (check one):  Each Filing  End of Day Summary

Send Electronic Notice in the following format (check one):

HTML for Netscape, ISP mail service, i.e, AOL, Hotmail, Yahoo, etc.

Text for cc:mail, Groupwise, Outlook, Outlook Express, Other (please list)

**\*\*\*IF YOU ARE CERTIFIED IN ANOTHER DISTRICT, YOU ARE NOT REQUIRED TO ATTEND AN ECF CLASS IN THIS COURT IN ORDER TO OBTAIN A LOGIN AND PASSWORD. IF YOU WISH TO DO SO, YOU ARE MORE THAN WELCOME TO ATTEND AND WE ASK THAT YOU PLEASE FILL OUT THE INFORMATION ON THE NEXT PAGE\*\*\*.**

The Court offers two different training classes depending on the type of party you usually represent in bankruptcy. Please indicate which training class you are interested in taking:

\_\_\_\_\_ Debtor

\_\_\_\_\_ Creditor

How many support staff will you bring to training \_\_\_\_\_ ? (any support staff who will work on the system should attend.)

Name(s): \_\_\_\_\_

\_\_\_\_\_

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 United States Bankruptcy Court for the District of Rhode Island. The System may 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, sign, and submit to the Court an Attorney Registration Form. An attorney/participant's password issued by the Court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the Court. The Court will immediately delete the password from the electronic filing system and issue a new password. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.
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 or, if the party is not represented by an attorney, all papers shall be signed by the party. The user log-in and password required to submit documents to the CM/ECF system serve as the Filing User's signature on all electronic documents filed with the Court. They also serve as a signature for purposes of Fed. R. Bankr. P. 9011, the Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be

preceded by an “/s/” and typed in the space where the signature would otherwise appear.

4. I understand that all documents requiring a filing fee that are filed in the System must be paid electronically by me as Filing User using one of the accepted credit cards. I further acknowledge that payment for the filing should be made on the date the document is submitted to the Court and that failure to make payment on the date of the filing will result in me being automatically locked out of the System, and further action taken by the Court to collect any outstanding fees, as necessary.
5. 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 Administrative General Order notwithstanding Federal Rule of Bankruptcy Procedure 9036.
6. 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>).
7. By this registration, the undersigned agrees to abide by R.I. Local Bankruptcy Rule 5005-4.
8. By this registration, the undersigned avers that he/she is a member in good standing of the Rhode Island Federal Bar or is a member in good standing of the bar in any state.

Date: \_\_\_\_\_

\_\_\_\_\_  
Attorney/Participant Signature

Your login and password will be provided to you by the Office of the Clerk.

**Please return this executed Form to:** United States Bankruptcy Court, District of Rhode Island  
Attn: Jennifer L Davis, ECF Training Coordinator  
380 Westminster Mall, 6<sup>th</sup> Floor  
Providence, R.I. 02903

Last revised: 2/27/08 jld

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF RHODE ISLAND

**AFFIDAVIT OF REGISTRATION**  
**IN ANOTHER DISTRICT IN CM/ECF**

I, \_\_\_\_\_, of \_\_\_\_\_  
(Print Name) (Law firm or company)  
hereby certify that I am a registered user in good standing in the CM/ECF System in the U.S.  
Bankruptcy Court for the District of \_\_\_\_\_. I further  
certify that I have executed and attached Form A (Registration Form) of the Rhode Island  
Bankruptcy Court's LBR 5005-4, and that my use of the Rhode  
Island Bankruptcy Court's CM/ECF system will be in compliance therewith. Therefore, I hereby  
request waiver of the requirement to attend ECF training in the District of Rhode Island.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)