

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY**

ELECTRONIC CASE FILING SYSTEM

**OUT-OF-DISTRICT ATTORNEY
REGISTRATION FORM AND USER AGREEMENT**

This form shall be used to register for an account on the Electronic Case Filing (ECF) System (hereafter "System") of the U.S. Bankruptcy Court for the Eastern District of Kentucky (hereafter "Court") by attorneys who (1) reside and practice outside the Eastern District of Kentucky, and (2) intend to represent parties in the Eastern District of Kentucky on a *pro hac vice* basis. Registered attorneys will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents for cases assigned to the System, subject to the conditions contained herein. The following information is required for registration:

Name (Last/First/Middle Initial): _____

Admitted and in Good Standing in the Following Courts:

Bar Registration Number(s) and State(s): _____

Firm Name: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

E-Mail Address: _____

Pursuant to Rule 11 of the Federal Rules of Civil Procedure and Rule 9011 of the Federal Rules of Bankruptcy Procedure:

Every pleading, motion, and other paper (except 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.

An attorney's/participant's password issued by the Court, combined with the user's identification, serves as and constitutes the attorney's/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, it is the duty and responsibility of the attorney/participant to immediately notify the Court. This should include resignation or reassignment of the person with authority to use the password.

The undersigned attorney/participant consents to accept e-mail service in lieu of service of a paper copy of the document whenever service on the attorney is required of documents filed in cases on the Electronic Filing System as set forth in the most recent Electronic Case Filing Administrative Procedures Manual (APM).

The undersigned attorney/participant agrees to abide by the most recent Standing Order, APM, and all technical and procedural requirements as set forth therein.

In order to qualify for an account on the System, an out-of-district attorney must certify that he/she meets one of the following conditions. Please check the applicable box(es):

- I have read the Court's APM and am registered as an ECF participant in the following District(s):
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- I have read the Court's APM and successfully completed the training developed by the United States Bankruptcy Court for the Eastern District of Kentucky.

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

1. The system is for use only in cases permitted by the United States Bankruptcy Court for the Eastern District of Kentucky. It may be used to file documents electronically and retrieve electronic documents and docket sheets.
2. The provisions of the Court's APM as it may be modified from time to time, are incorporated by reference into this agreement and are found on the Court's website, www.kyeb.uscourts.gov.
3. A registered attorney is responsible and liable for any documents submitted electronically to the System by means of the attorney's login and password.
4. Being subject to U.S. District Court for the Eastern District of Kentucky Local Rule 83.3 Attorney Discipline.
5. A registered attorney's System eligibility may be restricted or revoked for any of the following reasons:
 - Knowingly permitting his/her system password to be utilized by anyone who is not authorized by the attorney to utilize the password;
 - Requesting an excused late filing on a repetitive basis due to the failure of the attorney's electronic filing equipment to operate;
 - Submitting credit card or debit card transactions that are declined by the card issuer;

- Failing to comply with any of his/her other obligations set forth in this agreement, the applicable rules of Court and the Court's APM. At this time, the requirements for filing, viewing and retrieving case documents are:
- A personal computer (at least Pentium class recommended) with at least 128 MB of RAM;
- A scanner and scanner software for documents not in electronic format;
- An Internet connection using, at a minimum, a 56K modem (a DSL, Cable, or T1 Internet connection is recommended);
- Netscape browser software version 4.6x or 4.7x;
- A PDF (Portable Document Format) – compatible word processor;
- Adobe Acrobat Reader (found on Adobe website: www.adobe.com) or other PDF reader to read ECF documents;
- Adobe Acrobat Writer or other PDF writer to convert documents from a word processor format to a PDF format;
- A PACER account.

Attorney Signature

Attorney Name (Print)

Date

Please return completed form to:

**U.S. Bankruptcy Clerk's Office
ATTN: ECF Registration
P.O. Box 1111
Lexington, KY 40588-1111**

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