

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

**ELECTRONIC CASE FILING (ECF) SYSTEM
LIMITED FILER REGISTRATION FORM**

This form is to be used to register for limited filer privileges to electronically file documents using the ECF System in the U.S. Bankruptcy Court for the Eastern District of Kentucky. The limited filer may only perform specified transactions, which are determined by the court based on the limited filer groups, as follows. Please check below the appropriate group for your limited filer registration (check only one):

Personal Financial Management Course Provider

Claims Filer

Other (describe) _____

NOTE: If you are an attorney, do not complete this form. Complete the attorney filer registration form.

Name (First, Middle Initial, Last):	
Employer/Entity Name:	
Mailing Address (Street Name or PO Box):	
City, State, Zip:	
Telephone Number:	()
Email Address:	

Other districts in which I am certified to file electronically using ECF:

1. I, the limited filer, agree that a filing made with my judiciary login and password constitutes my signature for all purposes, including the Federal Rules of Bankruptcy Procedure (FRBP) 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. 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 adhere to the local rules, orders, policies, and procedures governing electronic filing for the court. I understand that a limited filer’s privileges are narrow in scope. I will only use ECF to electronically file documents designated for my limited filer group. The court reserves the right to modify these options or add additional options as deemed necessary.
3. I must pay any fees incurred for transactions made in ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.
4. I agree to protect the security of my password.
5. I will change my password through my ECF account if I suspect it has been compromised and immediately notify the court.
6. I agree to maintain my contact information (e.g., email address, mailing address, and telephone number). All changes will be made through my ECF account.
7. I agree to comply with the redaction requirements, pursuant to FRBP 9037. I understand that filers, and not the court, are solely responsible for redacting documents.
8. I understand that using my limited filer privileges to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filer privileges. The limited filer account is intended to perform specified transactions, as set forth in paragraph 2. In order to view and retrieve electronic docket sheets and documents available on ECF, I will use PACER or the courts’ Really Simple Syndication (RSS) feed. [Note: A PACER login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at www.pacer.uscourts.gov. For assistance, call 1-800-676-6856.]
9. If the court determines that limited filers may receive service/notice electronically, then I expressly consent to service and notice by electronic means from the court and other filing users in all cases, except with regard to service of a summons and complaint under FRBP 7004, a motion initiating a contested matter under FRBP 9014, or a subpoena under FRBP 9016.
10. By contacting the court, I may request to terminate my status as a limited filer 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 and request to terminate my filing privileges.
11. **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 FRBP 1007(c). I**

understand that my limited filer 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 filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.

12. At any time without advance notice, the court may, sua sponte, terminate my account for any reason and require future documents to be filed conventionally or in any other format specified by the court.

13. If the terms and conditions change, information regarding the changes will be posted at: www.kyeb.uscourts.gov. I understand that it is my responsibility as the limited filer to read any posted changes. Continued use of my ECF account following any posted changes means that I accept and agree to the changes. I certify under penalty of perjury that the information I am submitting to register for electronic filing is true and correct. I acknowledge that I have read and agree to the terms and conditions above.

Date

Limited Filer Name (please print/type)

Limited Filer Signature

Please email completed form to **ecf_registration@kyeb.uscourts.gov** or mail to:

US Bankruptcy Clerk's Office
Attention: ECF Registration
PO Box 1111
Lexington, KY 40588-1111

You will receive notification by email with your user id and password.

Revised 1/15/15