

**United States Bankruptcy Court  
District of Kansas**

**ELECTRONIC CASE FILING SYSTEM  
REGISTRATION FORM**

**PLEASE TYPE** (this document is PDF fillable)

This form must be used to register for accounts on the Court's Electronic Filing System (CM/ECF) system. Registered attorneys will have privileges to both electronically submit documents and view or print documents and docket sheets that are available through the CM/ECF system. The following information is required for registration:

Please select the type(s) of access you will need below:

Attorney       Trustee       *Check this box if ONLY UPDATING information*

First/Middle/Last Name:

Last Four Digits of Social Security Number:

Attorney Bar # and State:

Firm Name:

Firm Address:

Phone Number:

FAX Number:

Internet 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 Kansas. The system may be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney/participant who wishes to file pleadings or other papers electronically must complete and sign 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 ensure the password is correctly administered. The court will not be responsible for maintaining user passwords.

3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, 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. 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.
4. 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)(E) 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)(E) 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 Procedures notwithstanding Federal Rule of Bankruptcy Procedure 9036.
5. 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>).
6. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Your login and password will be sent to you via the E-mail address provided above.

Check here if you are already a certified ECF filer in another district.

District/State: \_\_\_\_\_

**If you are a certified ECF filer in another district, please identify the state and district in which you are certified.**

Please mail this form with an original signature to:

**United States Bankruptcy Court**

**District of Kansas**

**Attn: ECF Registration**

**444 SE Quincy, Room 240**

**Topeka, KS 66683**

I certify that I am a member of the bar pursuant to D. Kan. Rule 83.5.1 et seq.

\_\_\_\_\_  
Date

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