

**United States Bankruptcy Court, District of Kansas**

**Attorney Registration Form for Electronic Filing Access**

Please provide the following information to request access to electronically file documents in the court's Electronic Filing System (CM/ECF) pursuant to LBR 5005.1 and Appendix 1-01.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Bar ID Number \_\_\_\_\_ State \_\_\_\_\_

Law Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone Number \_\_\_\_\_ Primary Email \_\_\_\_\_

- I would like to receive training on electronic filing in CM/ECF. To arrange training please contact me at this phone number or email \_\_\_\_\_
- I am a Department of Justice attorney. *See* 28 U.S.C. § 517.
- I am a child support attorney. *See* § 304(g) of the Bankruptcy Reform Act of 1994.
- I have been granted permission by the Court to proceed as a pro hac vice attorney in bankruptcy case number \_\_\_\_\_. *See* D. Kan Rule 83.5.4.

By signing and submitting this registration form, I agree to the following:

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 to become a Filing User. A Filing User's login name and password serve as and constitute the Filing User's signature. Therefore, a Filing User 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 Filing User to ensure the password is correctly administered. The court is not 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 Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means, Appendix 1-01 to LBR 5005.1, and Federal Rule of Bankruptcy Procedure 9036.

5. The undersigned agrees to abide by Appendix 1-01 to LBR 5005.1 and any changes or additions that may be made to such Administrative Procedures in the future.

6. I certify that the information provided above is true and correct.

---

Signature

---

Date

Please mail the signed registration form to:

U.S. Bankruptcy Court – Kansas  
444 SE Quincy, RM 240  
Topeka, KS 66683

We will contact you with access information.

Contact us at 785-338-5914 if you have questions.