

**IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA**

Limited Filing User (LFU) Registration Form and Agreement – Instructions

Please complete the form as follows:

On Page One:

- Enter the Firm Name – The Firm Federal Tax ID# is no longer needed!
- Enter the data for the authorizing person in the first section, and
- Enter the data for the person to receive the LFU in the second section – if same as authorizing person, enter “Same as above” in the Signature block field.

On Page Two:

- Enter the data for two people to act as additional contacts. These people would be contacted in any instance where the LFU holder is not available. These contacts would not be required to answer any questions other than the status of the LFU holder and assist in identifying someone else to help us if the LFU holder can not respond in an acceptable time frame.
- Check one or the other of the boxes determining electronic filing or training status. If already filing, enter the courts where filing.

YOU MUST COMPLETE ALL BLANKS/ITEMS ON THE FIRST TWO PAGES!!!

Failure to complete the form will prevent issuing of the login!

Note: Limited File Users will not receive email/electronic notices of docketed actions as do full login holders even if Request for Notices is filed. Such notices would come on paper.

Do not submit this instruction page.

Michael J. Moore
Coordinator of Training
US Bankruptcy Court, Western District of Pennsylvania
5414 US Steel Tower
600 Grant Street
Pittsburgh, PA 15219

Phone: 412-644-4060 x127

IN THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF PENNSYLVANIA

IN RE)
)
)
CASE MANAGEMENT/ELECTRONIC)
CASE FILING) **LIMITED FILING USER**
)

**LIMITED FILING USER
REGISTRATION FORM AND AGREEMENT**

This form shall be used by Limited Filing Users to register for an account on the Court's Case Management /Electronic Case Filing System ("CM/ECF") for the limited purpose of filing proofs of claim, notice requests, withdrawal of claims, transfers of claims, and/or objections to transfer of claim on CM/ECF. "Firm" is the name of the Limited Filing User entity on whose behalf an employee or agent ("Limited Filing User") is to be issued a login and password and authorized to file proofs of claim, notice requests, withdrawal of claims and/or transfers of claims, and/or objections to transfer of claim.

Firm Name: _____ **Firm Federal Tax ID #:** _____

The undersigned certifies under penalty of perjury that he or she is properly authorized to submit this Limited Filing User Registration Form on behalf of the Firm identified above and that the Firm agrees to adhere to the terms and conditions specified on this form. The Firm requests that the Limited Filing User be provided with a login and password for the limited purpose of filing proofs of claim, notice requests, withdrawal of claims transfers of claims, and/or objections to transfer of claim on CM/ECF.

Dated: _____

_____	_____
Mailing Address	Signature:
_____	_____
Mailing Address	Print Name
_____	_____
Mailing Address	Internet E-Mail Address
_____	_____
	Phone Number

FAX Number	

The undersigned Limited Filing User agrees to adhere to the terms and conditions specified on this form.

Dated: _____

_____	_____
Mailing Address	Signature:
_____	_____
Mailing Address	Print Name
_____	_____
Mailing Address	Internet E-Mail Address
_____	_____
	Phone Number

FAX Number	

The following two parties will serve as alternate contacts in the event that the Limited Filing User is not available:

_____	_____
Print Name	Mailing Address
_____	_____
Internet E-Mail Address	Mailing Address
_____	_____
Phone Number	Mailing Address

FAX Number	
_____	_____
Print Name	Mailing Address
_____	_____
Internet E-Mail Address	Mailing Address
_____	_____
Phone Number	Mailing Address

FAX Number	

Limited Filing User must certify that he/she meets one of the following conditions in order to qualify for an account on CM/ECF. Please check the applicable box(es):

I am presently a CM/ECF participant in another United States Bankruptcy Court, with either full CM/ECF privileges or limited use privileges to file proofs of claim, notice requests, withdrawal of claims transfers of claims, and/or objections to transfer of claim. Please indicate other bankruptcy court(s):

I have completed the training class provided by the Clerk's Office of the United States Bankruptcy Court in the Western District of Pennsylvania.

By submitting this registration form, the Firm and Limited Filing User:

(1) agree to follow the local rules and procedures promulgated by the United States Bankruptcy Court for the Western District of Pennsylvania;

(2) acknowledge that the use of the CM/ECF login and password constitutes the signature of Firm. The name of the Limited Filing User must be typed on the signature line if the Limited Filing User is the signatory. When the Limited Filing User signs the document, the name of the Limited 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 on a document. The Limited Filing User must comply with the signature requirements of ECF Procedure # 8.

(3) acknowledge that use of the password and login to file is certification by the Limited Filing User that: (A) the Limited Filing User is authorized to file the document(s) on behalf of the Firm; (B) the Firm is the same entity stated on the Limited Filing User's application to use CM/ECF; and (C) the Firm has the authority to file documents as an agent when filing documents on behalf of an entity other than the Firm.

(4) acknowledge that Limited Filing Users must add the correct mailing address to the creditor matrix if the current address is incorrect. (A Limited Filing User cannot edit an existing creditor address in the CM/ECF data base. A new creditor record with the correct address must be added to the creditor matrix.)

(5) certify that the Limited Filing User and Firm's representative whose signature appears above have read the Limited Filing User Manual and the Electronic Case Filing Procedures¹ issued by the Court.

(6) agree to notify the Clerk if Limited Filing User ceases to be an employee or agent of the Firm or is no longer authorized to file documents on the Firm's behalf.

(7) waives service of documents and docket activity electronically.

(8) agree that the Limited Filing User shall take the Clerk's training course prior to obtaining a login and password to CM/ECF if not a CM/ECF participant in another district.

(9) agree that the Clerk may terminate use of the login and password without prior notice when the Clerk deems such action necessary.

(10) agree to provide the name, phone number and e-mail address of two additional contacts at the Firm in the event that the Limited Filing User cannot be contacted.

(11) agree to submit an updated registration form when the name and / or address of the Limited Filing User or an additional contact changes.

Please return to:

ATTN: CM/ECF Registration
United States Bankruptcy Court
US Steel Tower
600 Grant Street
Pittsburgh, PA 15219

¹The Limited Filing User Manual and the Electronic Case Filing Procedures are available on the Court's Website at www.pawb.uscourts.gov.