

**Rule 5005-2 REGISTRATION AS A FILING USER**  
Amended Effective August 1, 2015 pursuant to General Order #2015-4

## **Rule 5005-2 REGISTRATION AS A FILING USER**

(a) A “Filing User” is anyone having a Court-issued CM/ECF System log-in and password. Any attorney appearing before the Court shall be registered as a Filing User. Pursuant to W.PA.LBR 9010-1 and Local Bankruptcy Form 18 (Motion for *Pro Hac Vice* Admission), *pro hac vice* admission requires association with a local registered Filing User.

(b) Any attorney admitted to the Bar of the Western District of Pennsylvania (including those admitted *pro hac vice*), United States trustees and their assistants, private trustees, and others as the Court deems appropriate may apply for registration as a Filing User after attending CM/ECF System training provided by the Clerk.

(c) The Court may grant a *pro se* party to a pending action permission to apply for registration as a Filing User, subject to attending CM/ECF System training provided by the Clerk. If granted, the *pro se* party’s Filing User status is limited solely to the specific pending action. If, during the course of the action, an attorney appears on the party’s behalf, that attorney shall immediately advise the Clerk to terminate the *pro se* party’s registration as a Filing User.

(d) Applications for registration as a Filing User shall be submitted through the Court’s website.