

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO
ELECTRONIC CASE FILING SYSTEM**

ATTORNEY REGISTRATION FORM AND USER AGREEMENT

This form shall be used by attorneys who wish to register for an account on the Court's Electronic Case Filing (ECF) System (hereafter "System"). Registered attorneys will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents for all cases assigned to the System.

The following information is required for registration:

First/Middle/Last Name: _____

Attorney Registration Number: _____

Firm Name: _____

Address: _____

City, State, and Zip Code: _____

County: _____

Phone Number: _____

FAX Number: _____

Email Address: _____

Eligibility to Practice Before this Court:

[Local Bankruptcy Rule 2090-1](#) provides, in part, as follows:

Every member in good standing of the Bar of the United States District Court for the Northern District of Ohio is entitled to practice before this Court...any member in good standing of the Bar of any court of the United States or of the highest court of any state may, upon written or oral motion, be permitted to appear and participate in a case or proceeding in the discretion of the Court.

Please check the appropriate box below:

- I am a member in good standing of the Bar of the United States District Court for the Northern District of Ohio.
- I am not a member in good standing of the Bar of the United States District Court for the Northern District of Ohio, but I am a member in good standing of the Bar of another court of the United States or of the highest court of a state. Please list applicable Federal Court or State Court Bar: _____

Eligibility for a System Login and Password:

In order to be eligible for a System login and password, an attorney must either:

1. be registered as an ECF practitioner in the United States District Court for the Northern District of Ohio or another federal court, or
2. have read the [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#) located on the Electronic Case Filing menu of the Court’s web page at www.ohnb.uscourts.gov, or
3. receive ECF training provided by this Court. Attorneys who are registered as ECF practitioners in the District Court or other federal court are encouraged to participate in the training because of differences in the systems.

Please check the appropriate box(es) below:

- I am registered as an ECF participant in the United States District Court for the Northern District of Ohio.
- I am registered as an ECF participant in another federal court. Please indicate court(s):

- I have read the [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#) located on the Electronic Case Filing menu of the Court’s web page at www.ohnb.uscourts.gov.
- I request to receive ECF training at the following office:
 - Akron Cleveland Youngstown
 - Canton Toledo

ECF Rules and Requirements:

By submitting this registration form, the undersigned agrees to abide by the following:

1. If ECF training is to be provided, the prerequisites for training will have been satisfied prior to training. The prerequisites are basic personal computer skills, including a working knowledge of the Internet, browser usage, e-mail usage, and scanning.
2. At this time, the requirements for filing, viewing and retrieving case documents are:
 - a device (such as a PC) with an Internet connection of at least 56K (a higher speed connection such as DSL or cable is recommended)
 - software that can view and create PDF files
 - a scanner and scanner software (if any documents to be filed need to be converted into electronic format)
 - the Mozilla Firefox browser (software version 2.x or newer) or the Microsoft Internet Explorer browser (software version 5.5 or newer)¹.

¹ The United States Courts do not endorse commercial products. When competing Internet browsers develop the full ability to file and download pleadings from this system, they can be utilized.

3. The provisions of the Court's [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#), as it may be modified from time to time, are incorporated by reference into this agreement.
4. A registered attorney is responsible and liable for any documents submitted electronically to the System by means of the attorney's login and password.
5. A registered attorney's System eligibility may be restricted or revoked for any of the following reasons:
 - knowingly permitting his/her System password to be utilized by anyone who is not authorized to utilize the password
 - filing pleadings or other documents on behalf of someone who is not a registered user
 - failing to submit documents requiring the debtor's signature within the requisite time period
 - requesting an excused late filing on a repetitive basis due to the failure of the attorney's electronic filing equipment to operate
 - submitting credit card transactions that are declined by the card issuer
 - failing to comply with any of his/her other obligations set forth in this agreement.

I accept the above rules and requirements. (To submit, you must check this box.)

Submit via Email

**Print for Submission via Fax
(216) 615-4364**