

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF KENTUCKY

**CASE MANAGEMENT/ELECTRONIC CASE FILES**  
**FILER REGISTRATION FORM**

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system. The following information is required for registration.

First/Middle/Last Name:

Attorney Bar #: State:

Firm Name:

Firm Address:

Voice Phone Number:

Fax Phone Number:

Internet E-Mail Address:

I am admitted to practice in the United States Bankruptcy Court for the Western District of Kentucky; OR

I am a member in good standing of the bar of the highest state of \_\_\_\_\_ and I am admitted to practice in the U. S. District Court for the \_\_\_\_\_ District of \_\_\_\_\_ or in the U. S. Bankruptcy Court for the \_\_\_\_\_ District of \_\_\_\_\_, and upon receipt of my login and password shall file a motion for admittance *pro hac vice*.

By submitting this registration form, I, \_\_\_\_\_, agree to abide by the following rules:

1. This system is for use only in cases permitted by the U.S. Bankruptcy Court for the Western District of Kentucky. It may be used to file and view electronic documents, docket sheets, and notices.

2. Filers will need a modern personal computer, Internet access, and Internet browser and software to convert documents from a word processor format to a portable document format (PDF). More specific requirements can be found at the Court's website at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov).
  3. Pursuant to Federal Bankruptcy Rule 9011, every pleading, motion, and other paper (except list, schedules, statement 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. An attorney's/participant's password issued by the court combined with the user's identification, 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, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.
  4. I understand that it is my responsibility to pay the court's required fees via the Internet Credit Card Program. Failure to do so may result in case dismissal or applicable pleading being overruled or stricken from the record.
  5. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents, the attorney/participant agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.
  6. I agree to abide by the most recent Local Rules, General Orders, Administrative Manual and all technical and procedural requirements set forth therein.
- I have attended training and/or have been certified to file electronically in another district (district name: \_\_\_\_\_). Note: Being trained by another district does not preclude training in this district.

**Please email this form to: [ecf\\_registration@kywb.uscourts.gov](mailto:ecf_registration@kywb.uscourts.gov)**

You will receive notification by email of your user id and password.