United States Bankruptcy Court
Southern District of Georgia

ELECTRONIC CASE FILES (ECF) SYSTEM
ATTORNEY REGISTRATION / ECF TRAINING FORM
(Full Filing Privileges)

This form shall be used by attorneys who are members of the Bar in good standing and admitted to practice in the Southern District of Georgia **or** attorneys requesting a login/password in order to submit a motion to appear *pro hac vice*.

Creditors and attorneys are now able to file proof of claim forms for all chapters electronically without a CM/ECF login and password. Visit the Court's website, www.gasb.uscourts.gov to find the link and filing instructions.

First/Middle/Last Name: _____

GA Bar ID/State: _____

Admitted to Practice in SD/Georgia (date): _____

Firm Name: _____

Firm Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Internet Email Address (required): _____

Personal email to receive ECF login/password: _____

Email to receive all notices: _____

IF YOU ARE ADMITTED TO PRACTICE IN THE SOUTHERN DISTRICT OF GEORGIA AND HAVE NOT ATTENDED CM/ECF TRAINING OFFERED BY THIS COURT OR ANOTHER BANKRUPTCY COURT, COMPLETE THIS SECTION.

Training Locations - Select the training location you prefer:

☐ Augusta:
U.S. Courthouse
600 James Brown Blvd.
Augusta, GA 30901
(706) 823-6000

☐ Brunswick:
U.S. Courthouse
801 Gloucester Street
Brunswick, GA 31520
(912) 280-1376

☐ Savannah:
U.S. Courthouse
125 Bull Street
Savannah, GA 31401
(912) 650-4100

Names of support staff accompanying attorney/user: _____

Note: *For special accommodations and/or training arrangements, contact your preferred training location and ask to speak with the Court Trainer.*

IF YOU ARE ADMITTED TO PRACTICE IN THE SOUTHERN DISTRICT OF GEORGIA AND CERTIFIED AS AN ECF FILER BY ANOTHER BANKRUPTCY COURT OR REQUESTING A LOGIN/PASSWORD IN ORDER TO SUBMIT A MOTION TO APPEAR *PRO HAC VICE*, COMPLETE THIS SECTION.

I,_____, of _____
(Full Name) **(Law Firm or Company)**

hereby certify that I am a registered user of the CM/ECF system, in good standing, with the U.S. Bankruptcy Court for the_____. Additionally, I have attached to this registration form/affidavit sufficient documentation to verify that I have experience with the CM/ECF system and filing documents electronically. I submit this certification in order to waive the requirement for ECF training in the Southern District of Georgia.

☐ Check box if you are a certified ECF filer in the U.S. District Court for the Southern District of Georgia.

Note: *Proper documentation may include a redacted Notice of Electronic Filing; copy of a training certificate; or an email from another court providing login and password information.*

By submitting this training registration form, I agree to abide by the following rules and/or requirements:

1. The unique password issued to a certified user of the ECF system serves as and constitutes the signature of the user for purposes of Bankruptcy Rule 9011 on any document filed electronically. Accordingly, the user must protect and secure the password issued by the court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the user to notify the clerk's office immediately. The clerk's office will immediately delete the compromised password from the electronic filing system and issue a new password.

2. Certification to file in the electronic case filing system will constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to Federal Rule of Bankruptcy Procedure 9036, where service of pleadings and other papers is otherwise permitted conventionally by first class mail, postage prepaid.

3. I will adhere to all hardware and software requirements promulgated by the Court for system use.

4. My office staff and I have a full understanding of a windows-based word processing software package, one of the required internet browsers, and a program that allows for the viewing of PDF documents. We are competent in creating, scanning, and/or printing a document into a PDF format.

5. Upon completion of court-sponsored ECF training in the Southern District of Georgia or certification of completing ECF training in another district, a login and password will be issued. Certified users may then file documents electronically via the internet in accordance with General Order 2010-1, the Local Bankruptcy Rules for Electronic Case Files, and all administrative procedures adopted by the bankruptcy court.

6. The login and password assigned to me shall be used exclusively by me, or authorized members of my staff who have completed the required training, and I will not knowingly permit use of my password by anyone not so authorized and certified.

7. I understand that it is my responsibility to redact personal identifiers in all documents, pleadings, and/or attachments in accordance with Fed. R. Bankr. P. 9037.

I certify that I am a member in good standing of the bar of the Southern District of Georgia and admitted to practice before the District and Bankruptcy Courts in accordance with Local Rule 83.3 **or** an attorney requesting a login and password in order to submit a motion for admission to appear *pro hac vice* pursuant to Local Rule 83.4. I further certify that I have read and will comply with General Order 2010-1, the Local Bankruptcy Rules for Electronic Case Files (ECF), and all administrative procedures adopted by the bankruptcy court.

______________________________ ______________________________

Attorney Signature Date

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Email completed ECF registration forms to:
usbc_cmecf_ProjectManager@gas.uscourts.gov

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USBC Use Only

Date Received: ____________________

Training Date: ____________________ Training Location: ____________________

Account Created: ____________________ Login Issued: ____________________ PRID: ____________________

Revised: August 27, 2015