



## United States Bankruptcy Court Southern District of Georgia

### **Attorney E-filing Terms and Conditions**

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. *See* [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).
- I understand that, when I receive an electronic copy of a document in the system, the initial access to the document is free of charge (“one-free-look”). The one-free-look period is for 15 days from the date of notification. After that, I understand that remote electronic access to a document is subject to the PACER billing policy and that I will incur PACER billing charges unless an exception applies. Access to a docket sheet or any report is subject to

PACER billing charges unless an exception applies. I understand that I can view electronic documents and docket sheets in person at the clerk's office of the court(s) at no charge on the public access terminals.

- I understand that the court(s) may revoke my electronic filing privileges and, therefore, my ability to electronically file documents.
- By contacting the court(s), I may request to terminate myself as a filing user at any time.
- I consent to electronic service and notice in accordance with [Federal Rule of Bankruptcy Procedure 7005](#) and [9036](#).
- I agree to waive service of notice of the entry of an order or judgment by mail under [Federal Rule of Bankruptcy Procedure 9022](#), and I consent to such service of notice by electronic means.
- I am aware that electronic notification generated by CM/ECF constitutes service/notice of the filed document(s) on registered CM/ECF users, but there are exceptions to electronic service where conventional service may be required by the Federal Rules, local rules, orders, policies or procedures. See, e.g., [Fed. R. Civ. P. 4, 45](#); [Fed. R. Bankr. P. 1010, 7004, 9014, 9016](#). Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.
- I agree to adhere to all hardware and software requirements promulgated by the Court for system use.
- I certify that 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, and that we are competent in creating, scanning, and/or printing a document into PDF format.
- 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 filing access in order to submit a motion for admission to appear pro hac vice pursuant to [Local Rule 83.4](#).
- If the terms and conditions change, information regarding the changes will be posted at: [Attorney E-Filing Terms and Conditions](#). I understand that it is my responsibility as the account holder to read any posted changes. Continued use of my judiciary e-filing account following any posted changes means that I accept and agree to the changes.
- I certify under penalty of perjury that the information I am submitting to register for electronic filing is true and correct.
- **Prior to obtaining E-Filing Privileges and making application for a CM/ECF login and password**, an attorney shall review [Obtaining E-Filing Privileges for New Attorney Filers](#). Her or his application for a CM/ECF login and password is deemed certification that she or he has reviewed the information found at [Obtaining E-Filing Privileges for New Attorney Filers](#) and that she or he has reviewed the [CM/ECF Attorney User Manual](#), [ECF Local Rules](#), and [Administrative Procedures](#) set out therein.

- At any time without advance notice, the Court may, sua sponte, suspend, revoke, or terminate a Full Participant's CM/ECF filing privileges and access for any reason, and require future documents to be filed in paper format or in any other format specified by the Court.