

**ELECTRONIC CASE FILING SYSTEM
FILER REGISTRATION FORM**

This registration for is for Creditors who wish to file proofs of claim, notice requests, and/or transfers of claims on the Court's Electronic Filing System. "**Firm**" is the name of the Creditor entity on whose behalf an employee or agent ("**Filer**") is to be issued a login and password and authorized to file proofs of claim, notice requests, and/or transfers of claims.

Firm Name: _____

Firm Federal Tax ID #: _____

The undersigned certifies under penalty of perjury that he or she is properly authorized to submit this Creditor Registration Form on behalf of the **Firm** identified above. By submitting this registration form, the **Firm** agrees to adhere to the terms and conditions specified on this form.

Dated: _____

Signature: _____

Print Name: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

Mailing Address: _____

The undersigned **FILER** agrees to adhere to the terms and conditions specified on this form.

Dated: _____

Signature _____

Print Name _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

Mailing Address: _____

Please return to: ECF Registrar, United States Bankruptcy Court, P.O. Box 1439. San Antonio, TX 78295-1439

**ELECTRONIC CASE FILING SYSTEM
CREDITOR REGISTRATION FORM**

- 1.) By signing the registration form, the **FIRM** and the **FILER** indicate (1) their understanding of Federal Rule of Bankruptcy Procedure 9011 and 18 U.S.C. §152 and 3571 and (2) their agreement to follow the Court's orders and procedures regarding the electronic filing of documents and associated exhibits.
- 2.) **FILERS** must protect and secure the password issued by the court. No **FILER** registered to use the ECF system shall knowingly permit or cause to permit the password they assigned to be utilized by any other person. If any reason exists to suspect the password has been compromised in any way, it is the duty of the **FILER** to notify the court immediately. If the **FILER** ceases to be an employee of the **FIRM** on whose behalf the **FILER** was authorized to file electronically or ceases for any reason to be authorized to file electronically for that **FIRM**, the **FIRM** will immediately inform the ECF Registrar that the **FILER** is no longer an authorized filer and will cease using the login and password issued to the **FILER**. If any of the information provided by the **FIRM** or **FILER** on this form changes, the **FIRM** or **FILER** will promptly send an amended registration form to the ECF Registrar with the then current information.
- 3.) Each time a **FILER** uses the Court's Electronic Filing System to file an document electronically, they are certifying that (1) they are authorized to file the document(s) by the **FIRM** on whose behalf the document is being filed, (2) the **FIRM** is the same entity stated on that **FILERS** application to use the ECF system and (3) the individual whose signature appears on the original document(s) has authorized the filing of that document.
- 4.) The use of the login and password constitutes the signature of FIRM. The name of the person filing the document should be typed on the signature line.
- 5.) **FILERS** shall serve any document filed electronically in accordance with the applicable rules.
- 6.) **FILERS** are responsible for adding the correct mailing address to the creditor matrix if the current address is incorrect.