

United States Bankruptcy Court, Western District of Texas  
**ELECTRONIC CASE FILING SYSTEM**  
**CREDITOR REGISTRATION FORM**

I request that the U.S. Bankruptcy Court, Western District of Texas, issue me a login and password so that I can use the Court's Electronic Case Filing System (CM/ECF) to file Proofs of Claim, Notice Requests, Transfers of Claims and/or Reaffirmation Agreements. I understand that the use of my login and password serves as and constitutes my signature. I agree to protect and secure my password and I will immediately notify the court if I have any reason to suspect that my password has been compromised in any way. I further agree to abide by the terms and conditions specified on PAGE TWO of this form and any changes or additions that may be made to these terms and conditions in the future. I certify under penalty of perjury that I am authorized to file the above documents on behalf of the following FIRM.

FIRM Name: \_\_\_\_\_

FILER Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FILER Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Registration must be filed by both filer and filer supervisor.*

*Please Print Clearly*

FILER Last Name: \_\_\_\_\_

FILER First Name: \_\_\_\_\_

FILER Middle Name: \_\_\_\_\_

FIRM Mailing Address: \_\_\_\_\_

FIRM City/State/ZIP: \_\_\_\_\_

FILER Voice Phone Number: \_\_\_\_\_

FILER FAX Phone Number: \_\_\_\_\_

FILER E-Mail Address: \_\_\_\_\_

Are you filing electronically in other bankruptcy districts?      Yes  No

*When completed, send to:*  
ECF Registration Desk  
United States Bankruptcy Court  
903 San Jacinto, Suite 322  
Austin, TX 78701

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- 1.) The FIRM is the name of the Creditor entity on whose behalf an employee or agent (FILER) is authorized to electronically file Proofs of Claim, Notice Requests, Transfers of Claims and/or Reaffirmation Agreements.
- 2.) By signing the registration form, the FILER indicates (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.
- 3.) 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.
- 4.) 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.
- 5.) 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.
- 6.) FILERS shall serve any document filed electronically in accordance with the applicable rules.
- 7.) FILERS are responsible for adding the correct mailing address to the creditor matrix if the current address is incorrect.