

**United States Bankruptcy Court  
Western District of Texas  
ELECTRONIC CASE FILING (ECF) SYSTEM  
Creditor Filer Agreement**

**By submitting this registration form, participant agrees to the following:**

1. This ECF system is used to file and view electronic documents, docket sheets, and notices in the U.S. Bankruptcy Court for the Western District of Texas.  
**NOTE: This is a restricted Web site for official court business only.**  
Unauthorized entry or use, or any use that attempts to circumvent access controls of the PACER billing processes is prohibited and subject to prosecution under Tuttle 18 of the U.S. Code. All activities and access attempts are logged. Any prohibited activities or usage may result in immediate withdrawal of access privileges, referral for prosecution, and/or permanent suspension of filing and use privileges in this Bankruptcy Court.
2. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading motion and other paper (except lists, 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. The unique password issued to participants identifies that participant to the Court each time participant logs on to the ECF system. The use of the participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password.
3. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately. Company of participant must immediately inform the ECF Registrar if the participant is no longer authorized to electronically file documents on behalf of the Company and will cease using the login and password issued to the participant. It is the responsibility of the Company and the participant to maintain their CM/ECF Account with current information about the Company and the participant.
4. Participant agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.

5. As a participant with limited creditor filing privileges, participant will have access to perform the following transactions:
  - Proof of Claim
  - Reaffirmation Agreements
  - Chapter 7/13 Notice of Preferred Address for Case Pursuant to 342(e)
  - Creditor's Request to Debtor to File Tax Information
  - Notice Assign/Transfer Claim with Waiver
  - Notice Assign/Transfer Claim without Waiver
  - Notice Requests
  - Notice Withdraw Claim
  - Notice of Change of Payment Address
  - Notice of Payment Change
  
6. Participant will file documents by using the Court's ECF system. However, to simply view information on a specific case, participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore a PACER login is required in addition to the ECF password issued by the Court. To register for PACER participant must submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
  
7. Participant agrees to abide by the local rules and procedures of the U.S. Bankruptcy Court for the Western District of Texas concerning the use of the ECF system. The Court's rules and procedures can be located on the Court's website at: [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov).