

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NORTH CAROLINA**

**Case Management/Electronic Case Filing System (CM/ECF)
LIMITED FILING PRIVILEGES REGISTRATION FORM**

This form is to be used by limited filers (creditors, approved financial management agencies) to register for filing privileges to electronically file documents using the CM/ECF System in the U.S. Bankruptcy Court for the Western District of North Carolina. The Limited Filer may only perform specified transactions, as set forth in paragraph 7 of this form.

** Please select only ONE: (required)		
I am a :	Creditor	Credit Counseling/Financial Management Agency

Last/Business Name	
First:	Middle:
Mailing Address:	
City, State, Zip:	
Telephone Number:	
Email:	

I, the Limited Filer, certify under penalty of perjury that I am authorized by the above-named entity to submit this registration form, and I understand and agree to adhere to the following:

1.	I understand that use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Rule 9011 and 28 USC 1746, and shall have the same force and effect as if I had affixed my signature on a paper document being filed. Signatures will be indicated by “/s” and the typed name of the person signing in the following format” “/s/ Jane Smith” on the signature line.
2.	I shall protect and secure the login and password issued by the court, and I shall be solely responsible to the court regarding each record entered into the CM/ECF system using my login and password. The login and password will be used only by me and by employees to whom I give authorization. Authorized employees shall review the terms of the limited filer registration form and sign a copy for my records. If there is any reason to suspect misuse of the password, it is my duty to change my password and immediately contact the court to report the suspected misuse.
3.	I may notify the court to terminate my status as a Limited Filer at any time. If I cease to be an employee or agent of the entity on whose behalf documents are being electronically filed with the court, or for any other reason ceases to be authorized to file electronically on behalf of the entity, I will promptly notify the court.
4.	I shall maintain the accuracy of my account (e.g., mailing address, telephone number, fax number, e-mail address) by providing information regarding changes to the court at the registration address provided at the end of the form.
5.	I understand that electronically filed documents requiring original signatures from any person other than me, including employees to whom I have given permission to use my password, must be maintained by me in paper form, bearing original signatures, for five years after closing of the case or proceeding in which the documents were filed. Upon the court’s request, I must provide the original signed documents for review.
6.	I agree to adhere to all rules and procedures of the U.S. Bankruptcy Court for the Western District of North Carolina concerning the use of CM/ECF including timely fee payments upon the filing of all claim transfers. Failure to pay will result in a lockout of the account and/or the CM/ECF system.
7.	Limited filing privileges are narrow in scope. I will only use CM/ECF to electronically file the following: <i>proof of claim, assignment/transfer of claim, withdrawal of claim, reaffirmation agreement, transcript, audit report, redemption agreement, request for notices, petition to claim unclaimed funds, personal financial management course certificate</i> . The court reserves the right to modify these options or add additional options as deemed necessary.
8.	I understand that using my Limited Filer account to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filing privileges. The Limited Filer account is intended for performing the specified transactions in Paragraph 7. In order to view and retrieve electronic docket sheets and documents available on CM/ECF, I will use PACER. [Note: a PACER

* No electronic signatures will be accepted. Please sign conventionally.

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	login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at http://pacer.psc.uscourts.gov . For assistance, call 1-800-676-6856.]
9.	If the court determines that limited filers may receive notices electronically, then I expressly consent to receive notice and service of pleadings and other papers by electronic means from the court and other filing users in all cases, except with regard to service of a summons and complaint under Bankruptcy Rule 9014, or a subpoena under Bankruptcy Rule 9016.
10.	At any time without advance notice, the court may, <i>sua sponte</i> , terminate my account for any reason. and require future documents to be filed conventionally or in any other format specified by the court.
11.	I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation. <i>(In districts under the Bankruptcy Administrator Program, the court will notify the Bankruptcy Administrator of a revocation).</i>

Limited filer requests submitted electronically may take up to seven (7) business days to process. Requests submitted through the United States Postal Service may take up to seven (7) business days to process once the request is received by the court.

Once your registration has been processed, you will receive an email containing your login and password.

Please do not contact the court once a request has been submitted.

Date: _____ Print or Type Name of Filer: _____

Limited Filer Signature: _____

Please send completed registration form to : ecf_reg@ncwb.uscourts.gov

If it is not possible to email the form, it can be mailed to :

US Bankruptcy Court – NCWB
401 W Trade Street, Room 111
Charlotte, NC 28202

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