

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF LOUISIANA**

**APPLICATION FOR USE OF ELECTRONIC CASE FILING SYSTEM  
ATTORNEY OR TRUSTEE ONLY**

Original

Amended

NAME: \_\_\_\_\_  
(Logins are only provided to individuals, they cannot be provided to firms or business entities.)

ATTORNEY

PRO HAC VICE

TRUSTEE

TRUSTEE STAFF

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

ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PRIMARY EMAIL: \_\_\_\_\_

SECONDARY EMAIL(S): \_\_\_\_\_

DAILY SUMMARY EMAIL NOTIFICATION

INDIVIDUAL EMAIL NOTIFICATION

BAR ID #: \_\_\_\_\_ STATE OF: \_\_\_\_\_

PRO HAC VICE: \_\_\_\_\_ CASE(S): \_\_\_\_\_  
(Party Represented) (Motion filed /Order granted)

Training is required before access is permitted to the Electronic Case Filing System. Please select one of the following offices in which you received training. If it is in another District or Bankruptcy Court, please provide that court's information below:

Shreveport

Alexandria

Lafayette

Lake Charles

Other Court

If you are already a certified ECF filer in another district, please provide the following:

District/State: \_\_\_\_\_

**(Type the name of the district in which you are ECF certified. Please enclose a copy of your ECF Training Completion Certificate, if available, name of person who provided training, or other documentation confirming completion of ECF training.)**

This application should be mailed to:  
U.S. Bankruptcy Court  
Attention: CM/ECF Analyst  
300 Fannin Street, Suite 2201  
Shreveport, LA 71101.

If appropriate, a login and password will be issued to the applicant in due course. For all questions regarding this or other ECF matters, please call Automation at (318) 676-4267 or (866) 721-2105.

1. **Pro Hac Vice Application:** I affirm that I am admitted to practice in the United States Courts for the \_\_\_\_\_ District of \_\_\_\_\_ (applicable state) and the information set forth above is true and correct. **(Required information if Pro Hac Vice was selected on page 1.)**
2. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs of Claim, Application(s) To Withdraw Unclaimed Funds, Notice(s) of Appearance, Assignment of Claim(s), Transfer of Claim(s), and/or am authorized to execute and submit Reaffirmation Agreement(s) on behalf of N/A  
(Not applicable for Attorney, Pro Hac Vice or Trustee filers completing this application.)
3. I understand that use of my password to file a document in a bankruptcy case or proceeding will constitute my signature upon the document and my signing of any proofs of claim or other papers or documents filed by use of the password obtained pursuant to this Application.
4. I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of five (5) years after the case or proceeding in which the papers are filed has been closed.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately.
6. **I understand that it is my responsibility to notify the court immediately of any change in my address, telephone number, fax number, or e-mail address. This information is required in writing, on letterhead, with signature of the party that the account login is issued to.**
7. I understand that registration as a Filing User constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; and (2) waiver of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint under Fed.R.Bankr.P. 7004. Waiver of service and notice by first class mail applies to notice of the entry of a order or judgment under Fed.R.Bankr.P. 9022.
8. At this time, the requirements for filing, viewing and retrieving case documents are:
  - ✧ A personal computer with a standard operating system (i.e., Windows 95, Vista, Windows 7 or Macintosh.
  - ✧ Internet access\*
  - ✧ Internet Explorer , Google Chrome, Mozilla Firefox
  - ✧ Adobe Acrobat and Exchange software \*\*
  - ✧ Windows or Macintosh based petition and word processing software
  - ✧ A scanner for documents which are not in your word processor or petition software \*\*\*

**Notes:**

- \* High speed Internet access is recommended, but **NOT** required. (i.e., cable modems, DSL, etc.)
- \*\* Adobe Acrobat is needed. Be sure not to confuse Adobe Acrobat with Adobe Acrobat Reader. You will need to view **AND** create .pdf files. The Reader version of Acrobat will not allow you to create .pdf files, only to read and view them. You can find descriptions of the procedures at [http: www.adobe.com](http://www.adobe.com)
- \*\*\* Orders submitted to the court via E-Orders upload should not be scanned images. Orders should be printed or published to PDF using word processor software.

**DO NOT** use (AOL) American Online's version of Netscape Navigator, or a version of Navigator lower than 3.0.

I agree to adhere to court procedures for the Electronic Case Filing System. I understand that it is my responsibility to learn and use any and all updates to the Electronic Case Filing System procedures.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name

**Please return ORIGINAL to: United States Bankruptcy Court  
ATTN: CM/ECF Analyst  
300 Fannin Street, Suite 2201  
Shreveport, LA 71101**

***PLEASE DO NOT WRITE BELOW THIS LINE  
FOR OFFICIAL COURT USE ONLY***

\_\_\_\_\_  
**DATE OF ECF TRAINING: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_**

**ENTERED INTO DATABASE BY: \_\_\_\_\_ DATE: \_\_\_\_\_**

**LOGIN: \_\_\_\_\_ EMAIL SENT: \_\_\_\_\_ EMAIL REMOVED: \_\_\_\_\_ BY: \_\_\_\_\_**

**ADMITTED TO PRACTICE: \_\_\_\_\_ PRO HAC VICE ORDER \_\_\_\_\_**

**DATE ACCOUNT DISABLED: \_\_\_\_\_ BY: \_\_\_\_\_**