

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

**APPLICATION FOR USE OF ELECTRONIC CASE FILING SYSTEM  
*LIMITED FILER ONLY***

*(Personal Financial Management Course Providers)*

Original

Amended

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

COMPANY REPRESENTED: \_\_\_\_\_  
(Required information for Personal Financial Management application)

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

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

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

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

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

DAILY SUMMARY EMAIL NOTIFICATION

INDIVIDUAL EMAIL NOTIFICATION

Training in the use of the Electronic Case Filing System for this type of access is recommended. Information on the available training options can be obtained by calling the Clerk's Office at (318) 676-4267 or (866) 721-2105 or by visiting the Clerk's Office website at [www.lawb.uscourts.gov](http://www.lawb.uscourts.gov).

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 the Shreveport Office and speak to the CM/ECF Analyst at (866) 721-2105 or (318) 676-4267.

1. I understand that use of my password to file a document in a bankruptcy case or proceeding will constitute my signature for all purposes, including the Federal Rules of Bankruptcy Procedure and the local requirements of the court, 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 agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court. I understand that a limited filer’s privileges are narrow in scope. I will only use CM/ECF to electronically file the **Personal Financial Management Course Certificate**. The court reserves the right to modify these options or add additional options as deemed necessary.
3. I must pay any fees incurred for transactions made in CM/ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.
4. 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 I will change my password through my CM/ECF account and will immediately notify the court in writing.
5. **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.**
6. 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 years after the case or proceeding in which the papers are filed has been closed. Upon the court’s request, I must provide the original signed documents for review.
7. I agree to comply with the redaction requirements, pursuant to Fed. R. Bankr. P. 9037. I understand that filers, and not the court, are solely responsible for redacting documents.
8. I understand that using my limited filer privileges to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filer privileges. The limited filer account is intended to perform specified transactions. In order to view and retrieve electronic docket sheets and documents available on CM/ECF, I will use PACER or the courts’ Really Simple Syndication (RSS) feed. [Note: A PACER 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. 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, a motion initiating a contested matter under Fed. R. Bankr. P. 9014, or a subpoena under Fed. R. Bankr. P. 9016. Waiver of service and notice by first class mail applies to notice of the entry or an order or judgment under Fed.R.Bankr.P.9022.

10. By contacting the court, I may request to terminate my status as a limited filer at any time. If I cease to be an employee or agent of an entity on whose behalf documents are being electronically filed, or for any other reason cease to be authorized to file electronically on behalf of said entity, I will promptly contact the court and request to terminate my filing privileges.
11. **I understand that, if I am (or work for) 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.**
12. At any time without advance notice, the court may, *sua sponte*, terminate my account for any reason and require future documents to be filed conventionally or in any other format specified by the court. In the event a court revokes a personal financial management provider's limited filer privileges, it will notify the Executive Office for U.S. Trustees (EOUST) as they oversee the providers. Notification to the EOUST will be provided to: Wendy S. Tien, Deputy Assistant Director, Office of Oversight, EOUST, 441 G Street, NW, Suite 6150, Washington, DC 20530, e-mail: [wendy.tien@usdoj.gov](mailto:wendy.tien@usdoj.gov). Notification by email is the preferred method of communication to the EOUST.
13. 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 or higher or Macintosh)
  - Internet access\*
  - Internet Explorer or Mozilla Firefox (Netscape Navigator is NO LONGER SUPPORTED)
  - 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)
- DO NOT** use (AOL) American Online's version of Netscape Navigator, or a version of Navigator lower than 3.0.
14. If the terms and conditions change, information regarding the changes will be posted at: [www.lawb.uscourts.gov](http://www.lawb.uscourts.gov). I understand that it is my responsibility as the limited filer to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

I agree to adhere to court procedures for 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. I certify under penalty of perjury that the information I am submitting to register for electronic filing is true and correct. I acknowledge that I have read and agree to the terms and conditions above.

\_\_\_\_\_  
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: \_\_\_\_\_**

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