

United States District Court For The District of Columbia

ELECTRONIC CASE FILING (ECF) ATTORNEY/PARTICIPANT REGISTRATION FORM

LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Filing (ECF) system. Registered attorneys and other approved participants will have privileges to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Filing system.

The following information is required for registration:

If you are appointed *pro bono* or *pro hac vice*, please provide the case number:

First Name/Middle Initial/Last Name: _____

Last four digits of Social Security Number: _____

DC Bar ID#: _____

Firm Name: _____

Firm Address: _____

Phone Number: _____

FAX Phone Number: _____

E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the **U.S. District Court for the District of Columbia**. It may be used to file and view electronic documents, docket sheets, and notices. Please visit the Court's ECF website for more information: <http://www.dcd.uscourts.gov/dcd/ECFCR>.
2. Pursuant to FRCvP 11, every pleading, motion, and other paper (except lists, schedules, statements 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. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and

secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. The Court will delete that password from the system and issue a new password.

3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.
4. Upon receipt of your login and password, you are strongly encouraged to change your password to a name easily recalled. This may be done through the Utilities function in ECF.
5. To receive an ECF account, attorneys must be active members of the bar of this Court, government attorneys who are employed or retained by the United States, or attorneys who have been permitted to proceed *pro hac vice*. *Pro Se* parties must request leave of court to receive an ECF account and file documents electronically.
6. Whenever a filer's e-mail address changes, the user agrees to update their ECF profile to reflect the new e-mail address via the Utilities function in ECF. The Clerk's Office does not monitor bounced back or undelivered e-mails.
7. Logins and passwords are normally processed within 48 business hours of being received.

Please return this form via E-mail: ecf_login@dcd.uscourts.gov
or Mail: U.S. District Court for the District of Columbia
Attn: Attorney Admissions
333 Constitution Avenue NW, Room 1225
Washington, DC 20001

Applicant's Signature: _____

Full Last Name

Initial of First Name

Last 4 Digits SS#