

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF VIRGINIA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM
PARTICIPANT REGISTRATION FORM**

I am requesting **FILING AGENT PRIVILEGES** for filing documents in the CM/ECF system in the US Bankruptcy Court for the Western District of Virginia. A filing agent will have the privilege to file documents on behalf of their attorney(s) via the court's Electronic Case Filing System (ECF).

To complete this form please do the following: fill out the form, print the form, sign and date, scan to Adobe PDF format and e-mail to CMHelpdesk@vawb.uscourts.gov

The following information is required for CM/ECF registration:

Name:

Mailing Address:

Voice Phone No.

E-Mail Address:

Filing Agent:

Agency/Company

By signing and submitting this registration form, I agree to abide by the following requirements:

Filing Agents:

Pursuant to Federal Rule of Bankruptcy Procedure 9011 and Local Rule 5005-1, every pleading, motion and other paper shall be signed by the attorney of record and the signature shall be indicated by /s/ and the typed name of the person signing in the following format: /s/ John Doe on the signature line. The use of my password constitutes the approval of the attorney(s) of record shown below.

The login and password for filing shall be used exclusively by me. I will contact the Clerk of Court to report any suspected compromise of my password. I will abide by all the requirements of the Administrative Procedures of the Court which are currently in effect as well as any changes or additions that may be made later.

The attorney is responsible for all filings made by this filing agent and the attorney is also responsible for notifying the court when a filing agent leaves his/her employment.

Date

Signature

Filing for Signatures:

Date

Print Attorney Name

Signature

Print Attorney Name

Date

Signature

Print Attorney Name

Date

Signature