

United States District Court  
Northern District of Texas

Case Management / Electronic Case Files  
Attorney / User Registration Form

This form is used to register for an account in the U.S. District Court's Case Management / Electronic Case Files system (the "System"). Registered attorneys will have the privilege to electronically submit documents and to receive electronic notice of documents filed in the System. The following information is required for registration:

First/Middle/Last Name: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_

Attorney Bar No: \_\_\_\_\_ State admitted to practice: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Primary Internet E-Mail Address: \_\_\_\_\_

The following additional E-Mail addresses should receive courtesy copies by electronic transmission (no more than three):

Courtesy E-Mail Addresses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By registering as a user, the undersigned agrees to abide by the following rules:

1. This electronic filing system is for use only in cases designated by the presiding judge or the court of the U.S. District Court for the Northern District of Texas. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the minimum requirements for filing, viewing, and retrieving case documents are: (a) a 486 personal computer running a standard platform such as Windows 95 or higher, or a Macintosh computer; (b) an Internet service provider using Point to Point Protocol (PPP); (c) Netscape version 4.5, or higher, or Internet Explorer version 6.0, or higher; and (d) Adobe Acrobat Writer version 3.0, or higher, or Adobe Acrobat 4.0, or higher, (used to convert documents to a

portable document format (PDF)), or a word processing program capable of creating documents in portable document format.

3. Pursuant to Federal Rule of Civil Procedure 11:

“Every pleading, written motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record in the attorney’s individual name, or, if the party is not represented by an attorney, all papers shall be signed by the party.”

When using the electronic case filing system, the password issued to an attorney by the court, combined with the user’s login identification, serves as and constitutes the attorney’s signature. Therefore, an attorney 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 to immediately notify the district court clerk’s office. The attorney should change the compromised password immediately.

4. This registration as a user constitutes consent to the Clerk of Court to transmit notice of entries of judgments and orders to the undersigned attorney under Fed.R.Civ.P. 77, Fed.R.Crim.P. 49, LR 77.1 and LCrR 49.4 by electronic transmission in any case in which this capability exists and the undersigned appears as attorney of record. By becoming a registered user, an attorney agrees that the e-mailing of the "Notice of Electronic Filing" by the System constitutes service of the filed document on that attorney in accordance with Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure.

5. The undersigned attorney agrees to abide by the most current local rules, Miscellaneous Orders, and Administrative Procedures Manual for Electronic Case Filing, along with all technical and procedural requirements set forth in these rules, orders and manuals.

Please return to: Clerk, U.S. District Court  
1100 Commerce Room 1452  
Dallas TX 75242-1003  
ATTN: Attorney Admissions

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

\_\_\_\_\_  
Last Name followed by Last 4 Digits of SS#

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
Notary  
My Commission expires \_\_\_\_\_