

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK

**ECF Registration Instructions**

1. Review the [Local Rules](#) and [ECF Administrative Procedures Manual](#).
2. Complete the [electronic](#) User Registration Form; alternatively, you may complete a [paper](#) User Registration Form and mail or fax it to the Clerk's Office at:

**Clerk, U.S. District Court  
1100 Commerce Room 1452  
Dallas TX 75242-1003  
214.753.2266 (FAX).**

3. Upon receipt of a completed User Registration Form, the clerk's office will email an ECF login to the address you noted in the registration form after verifying that you are one of the following:
  - A. admitted to practice to the bar of this court,
  - B. admitted to appear *pro hac vice* in a case in this court,
  - C. a licensed attorney requesting a login to be able to electronically file a *pro hac vice* application, or
  - D. a *pro se* party in a case.
4. When you receive your login, follow the [Maintaining Your Account](#) procedures to change your password to something known only to you.
5. Protect the security of your login and password. If you believe your password has been compromised, change it immediately. You may use the [Forgot Your ECF Password?](#) software to automatically receive a new password.