

04/16/2015

Non-Attorney E-Filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed my signature on a paper document being filed or submitted.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court(s) where I have filing privileges. I understand that a non-attorney's filing privileges may be limited to specified transactions, depending on the court.
- I must pay any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court, are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).
- If a court's local policy allows non-attorney filers to be served/noticed electronically through the CM/ECF system, then I expressly consent to receive service and notice of documents by electronic means from the court and other filers in all cases, pursuant to [Federal Rule of Appellate Procedure 25\(c\)](#), [Federal Rule of Civil Procedure 5\(b\)](#), and [Federal Rule of Bankruptcy Procedure 7005](#) and [9036](#), and I waive the provisions of [Federal Rule of Civil Procedure 77\(d\)](#), [Federal Rule of Criminal Procedure 49\(c\)](#), and [Federal Rule of Bankruptcy Procedure 9022](#), providing for service of notice of the entry of an order or judgment by mail. I understand that, when I receive an electronic copy of a

04/16/2015

document in the system, the initial access to the document is free of charge (“one-free-look”). The one-free-look period is for 15 days from the date of notification. After that, I understand that remote electronic access to a document is subject to the Public Access to Court Electronic Records (PACER) billing policy and that I will incur PACER billing charges unless an exception applies. Access to a docket sheet or any report is subject to PACER billing charges unless an exception applies. I understand that I can view electronic documents and dockets sheets in person at the clerk’s office of the court(s) at no charge on the public access terminals.

- I am aware that electronic notification generated by CM/ECF constitutes service/notice of the filed document(s) on registered CM/ECF users, but there are exceptions to electronic service where conventional service may be required by the Federal Rules, local rules, orders, policies or procedures. *See, e.g.,* [Fed. R. Civ. P. 4, 45](#); [Fed. R. Bankr. P. 1010, 7004, 9014, 9016](#). Intended recipients who are not registered through CM/ECF must be served conventionally outside the CM/ECF system with a copy of any document filed electronically.
- I understand that using my non-attorney filing privileges to monitor general activity in any case in which I have not filed a document is beyond the scope of my non-attorney filing privileges. The non-attorney filer account is intended to perform transactions, as specified by the court(s).
- In some courts, authorized, non-attorney representatives are entitled to file certain documents on behalf of their employer(s)/principal(s) through their non-attorney filer accounts. 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(s) and request to terminate my filing privileges.
- By contacting the court(s), I may request to terminate my status as a non-attorney filer at any time.
- I understand that, if I am 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 or Bankruptcy Administrator of the revocation.
- I understand that court(s) may revoke my electronic filing privileges and, therefore, my ability to electronically file documents.

04/16/2015

- If the terms and conditions change, information regarding the changes will be posted at: [Non-Attorney E-Filing Terms and Conditions](#). I understand that it is my responsibility as the account holder to read any posted changes. Continued use of my judiciary e-filing account following any posted changes means that I accept and agree to the changes.
- I certify under penalty of perjury that the information I am submitting to register for electronic filing is true and correct.