

UNITED STATES BANKRUPTCY COURT
DISTRICT OF VERMONT

Case Management/Electronic Case Filing (CM/ECF)
Registration Instructions

The CM/ECF registration form contains three sections, which all attorneys are required to complete:

1. Attorney Bar Membership Information
2. E-Mail Notification Waiver

After completing the forms, please furnish your **notarized** signature in the space provided.

The court will issue your CM/ECF User ID and Password to you after you meet the following two requirements:

1. submission of a properly completed registration form to the court; and
2. satisfactory completion of court-approved training.

These forms must be delivered either in person or by first class U.S. mail to the following address:

Physical Address (for delivery in-person or by courier):

U.S. Bankruptcy Court
District of Vermont
67 Merchants Row
Rutland, VT 05701

Mailing Address:

U.S. Bankruptcy Court
District of Vermont
P.O. Box 6648
Rutland, VT 05702-6648

You may also fax the completed registration form to **802-776-2020**.

UNITED STATES BANKRUPTCY COURT
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Case Management/Electronic Case Filing (CM/ECF)
Attorney Bar Membership Information

Vermont Federal Bar Membership

You must be a member in good standing of the Vermont Federal Bar **or** must have been admitted *pro hac vice* for a particular case in order to participate in CM/ECF. Either the Vermont Federal Bar identification number or the case number for which you have been admitted *pro hac vice* is required.

Your signature at the end of this form affirms your Bar membership or your *pro hac vice* status.

Please read the following information carefully before completing this form. Please Print or Type the following information. *All fields are required.* Call 802-776-2000 if you have any questions.

First Name Middle Name Last Name

I am a member of the Vermont Federal Bar

I have been Admitted *pro hac vice*

Case Number: _____

Mailing Address:

City: State: Zip/Postal Code:

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

The court uses the information provided above when issuing an attorney a CM/ECF User ID and password.

Registered users are responsible for maintaining current address, phone number, and e-mail information both in their online CM/ECF User Account Profile *and* by notifying the court in writing

Use of the CM/ECF password constitutes the registered user's signature on the document being submitted to the court. If a registered user submits a document required to be executed by another party, it is the registered user's responsibility to maintain a copy of the document bearing that party's original signature (see Vt. LBR 9011-1(b)).

On the filed document, an electronic signature shall be indicated by "/s/" and the typed name of the person signing (e.g. "/s/ Jane Smith").

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF VERMONT**

**Case Management/Electronic Case Filing (CM/ECF)
E-Mail Notification Waiver**

Registered users are required to accept service and notice electronically (via e-mail) from the Court. This waives the registered user's right to service and notice by personal service, mail, or other methods as authorized by the Federal Rules of Bankruptcy Procedure, Federal Rules of Civil Procedure, and this court's local rules for all documents filed and entered on the docket in any case, whether submitted by a party or issued by the Court. The e-mail address(es) entered into a registered user's CM/ECF User Profile is/are the address(es) to which electronic e-mail notification will be sent. Please read these provisions carefully, print or type your name in the appropriate space and sign on the line below.

I understand that I, myself, control via the "Email Information" section of my CM/ECF account in the Utilities menu of CM/ECF, how I will receive e-mail notification and to which e-mail address(es) the notification will be sent, and that I am voluntarily and knowingly:

1. NOT waiving any right to service in regard to service of a summons and complaint as required by Fed. R. Bankr. P. 7004;
2. agreeing to receive notice electronically (via e-mail) from the Court of all documents filed and entered on the docket, whether submitted by a party or issued by the Court;
3. agreeing that the CM/ECF system's automatic transmission of the "Notice of Electronic Filing" shall be considered equivalent to service of the pleading or other paper by first class mail, postage prepaid;
4. waiving the right to service and notice by personal service, mail, or other methods as authorized by the Federal Rules of Bankruptcy Procedure, Federal Rules of Civil Procedure, and this court's local rules for all documents filed and entered on the docket in any case whether submitted by a party or issued by the Court and understand that I will instead receive electronic notice; and
5. waiving the right to receive notice of entry of orders and judgment under Fed. R. Bankr. P. 9022 and understand that I will instead receive notice electronically.

I further acknowledge that I have read and understand the United States Bankruptcy Court District of Vermont Local Rules as they pertain to electronic filing.

Printed Name

Signature

Date

