

**United States Bankruptcy Court
District of Vermont**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
REGISTRATION INSTRUCTIONS**

The following CM/ECF registration form contains three sections which are all required to be completed:

- 1. Attorney Bar Membership Information**
- 2. Credit Card Authorization**
- 3. E-Mail Notification**

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

Upon the court's receipt the attached registration form, properly completed, and upon completion of training provided by court staff, a CM/ECF User ID and Password will be issued to you.

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

**U.S. Bankruptcy Court, District of Vermont
Attn: CM/ECF HELP DESK
67 Merchants Row
P.O. Box 6648
Rutland, VT 05702-6648**

**United States Bankruptcy Court
District of Vermont**

**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. Call 802-776-2000 with any questions.

PLEASE **PRINT OR TYPE** THE FOLLOWING INFORMATION.

Name (First, Middle, Last): _____

Vermont Federal Bar Number: _____

OR

Admitted *pro hac vice*
for Case Number: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

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 and phone number information both in their on-line CM/ECF User Account profile and by notifying the court in writing.

Use of the CM/ECF password constitutes your signature on the document being submitted to the Court. If you submit a document required to be executed by another party, it is your 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. For example: "/s/ Jane Smith."

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**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
CREDIT CARD AUTHORIZATION**

Attorney participants in CM/ECF must authorize the court to charge a credit card (**VISA, MasterCard, American Express, Discover, and Diners Club**) to pay any court fees required under 28 U.S.C. § 1930 when documents are filed electronically. Please provide the requested information below for at least one credit card. If possible, also provide the information for a second card, to be used as an alternate in the event of a problem with the primary card. **Your signature at the end of this form constitutes authorization to charge the card(s).**

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

Primary Credit Card: (Circle one) **VISA MasterCard American Express Discover Diners Club**

Name as it appears on the card: _____

Card number: _____

Expiration date: _____

Alternate Credit Card: (Circle one) **VISA MasterCard American Express Discover Diners Club**

Name as it appears on the card: _____

Card number: _____

Expiration date: _____

In addition to the individual(s) whose name(s) appear on the above-referenced credit card(s), the following individuals are hereby authorized to use the credit card(s) to charge fees delineated in 28 U.S.C. § 1930:

Printed Name Signature

Printed Name Signature

Additional sheets may be added if necessary. Each sheet must include the signature of the cardholder card.

Printed Name of Primary Owner of Card Signature of Primary Owner of Card

NOTE: It is the responsibility of the cardholder to notify the Clerk's Office, in writing, of the new expiration date when a credit card has been renewed, or if a card has been cancelled, revoked, stolen, or if the card should no longer be used for any other reason.

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**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF)
E-MAIL NOTIFICATION WAIVER**

You have the option to accept service and notice electronically (via e-mail) from the Court and doing so waives your 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. **Entering an e-mail address(es) in your CM/ECF USER PROFILE after being assigned a User ID and password constitutes your election to receive electronic notice and waives your right to conventional notice**, as detailed in items (1) thru (5) below. Read these provisions carefully, print or type your name in the appropriate blank and sign on the line below.

I, _____, understand that I,
(Attorney Name - Please Print or Type)

myself, control via the "Email information" section of my CM/ECF Account in the Utilities menu of CM/ECF, whether and to what extent I elect to receive e-mail notice and that

- A) **I am not required to accept service and notice electronically (via e-mail) and that non-election is accomplished by entering NO e-mail address information in my CM/ECF Account user profile; and**
- B) **if I do enter an e-mail address(es) in my CM/ECF ACCOUNT user profile, that on behalf of myself and my clients, 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) **electing 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**

