

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE
55 PLEASANT STREET, ROOM 200
CONCORD, NH 03301
(603) 222-2600**

ATTORNEY PASSWORD APPLICATION FOR THE CM/ECF SYSTEM

This form shall be used to register for a login and password for the Court's CM/ECF system. Registered users will have privileges to electronically file documents and to view and retrieve electronic docket sheets and documents available for cases assigned to the CM/ECF System. The following information is required for registration:

Name: _____

NH Bar ID Number: _____

Firm Name: _____

Firm Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

I have read, understand, and agree to the following:

1. **I am admitted to practice in the United States Bankruptcy Court for the District of New Hampshire in accordance with Local Bankruptcy Rule 2090-1.** I will employ the CM/ECF system for cases filed in the Bankruptcy Court for the District of New Hampshire.
2. I will meet all hardware and software requirements promulgated by the Court for system use. I understand that the current minimum requirements for filing documents include a personal computer running a standard platform (e.g., Windows or Mac OS X), an Internet Service Provider, a web browser (the latest versions of Mozilla Firefox or Microsoft Explorer are recommended), software to covert documents from word processor format to portable document format (PDF), Adobe Reader, and a document scanner.
3. I have read Local Bankruptcy Rule ("LBR") 5005-4 and Administrative Order ("AO") 5005-4 and understand the obligations imposed therein. I agree to adhere to the Court's procedures for the CM/ECF system. I understand that it is my responsibility to learn and use any and all updates to the electronic case filing.
4. Each use of my login and password for filing documents will meet the requirements of Federal Rule of Bankruptcy Procedure 9011. I understand that pursuant to AO 5005-4(d)(1) the use of my login and password constitutes my signature on the document being submitted.
5. I understand that AO 5005-4(d)(3) imposes on me an obligation to file a Declaration Regarding Electronic Filing with the Court when a document that is electronically filed contains an original signature under oath.
6. Because my login and password constitute my signature pursuant to AO 5005-4(d)(1), I agree to protect and secure the confidentiality of my password. If I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the Court in accordance with AO 5005-4(a)(3). Moreover, it is also my responsibility to immediately inform the Court of any change in my firm affiliation, address, telephone number, fax number or e-mail address and request an update to my account via PACER.

7. I understand the issuance of a login and password to me constitutes (1) a waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and (2) a waiver of the right to service by personal service, first class or certified mail and (3) consent to electronic service, except with regard to service of a summons and complaint under Federal Rule of Bankruptcy Procedures 7004, in accordance with LBR 5005-4(c)(1). I also understand that waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Federal Rule of Bankruptcy Procedure 9022. I agree to accept Notice of Electronic Filing by e-mail, hand, facsimile, or first-class mail in lieu of conventional service. Moreover, I will endeavor to use the automatic e-mail notification feature of the CM/ECF system whenever feasible.

8. If I am an attorney who has not qualified to use ECF in the District of New Hampshire or in any other jurisdiction, I understand I am required to complete the Court's CM/ECF training simulations and have submitted, as an attachment to this application, a signed Attorney Answer Sheet.

9. If I am an attorney admitted to practice in a jurisdiction other than the District of New Hampshire and have qualified to use ECF to file case-related matters, I understand I will not be required to undergo training in order to obtain a login and password in this District. I have stated in writing (below) the date and place of my qualification to use ECF. **Use of the login and password is subject to my meeting all requirements for full admission to the United States Bankruptcy Court for the District of New Hampshire per LBR 2090-1(a) or admission *pro hac vice* in a particular action per LBR 2090-1(b).**

District currently qualified (list of courts) and/or Date and Place of Training. If admitted *pro hac vice*, attach a copy of the order.

Applicant's Signature: _____ Date: _____

Please return this form to the Administrative Manager–Operations, United States Bankruptcy Court, 55 Pleasant Street, Room 200, Concord, New Hampshire 03301-3941. If you have any questions, please call (603) 222-2618.

FOR INTERNAL USE ONLY

Reviewed/Approved by: _____ Date: _____
 Administrative Manager–Operations or Designee

_____ Date admitted to U.S. District Court

_____ Case number admitted *pro hac vice*

Date request received via CSO: _____

Date request approved in CSO: _____

CSO ID: _____ CSO Login: _____