

United States Bankruptcy Court
for the Northern District of Mississippi

CM/ECF FILING AGENT REGISTRATION FORM

A person desiring to register as a Filing Agent for filing documents using the court's Case Management/Electronic Case Filing ("CM/ECF") System on behalf of a Registered User (an Attorney, Trustee or U. S. Trustee previously registered with the court as a user of CM/ECF) must provide the information requested below.

Filing Agent's First/Middle/Last Name: _____

Filing Agent's Phone Number: _____

Filing Agent's Email Address: _____
(Login and Password for Filing Agent will be sent to the above e-mail address.)

Name of Registered User (Attorney, Trustee or U. S. Trustee) for Whom You Are Registering as
a Filing Agent: _____

Firm Name: _____

Office Address: _____

Office Phone Number: _____

Email Address of Record for Registered User: _____

By signing and submitting this registration form, the Filing Agent and Registered User agree to and acknowledge the following:

1. The Registered User is responsible for ensuring the Filing Agent is properly trained and a competent user of the CM/ECF System. (The Filing Agent or Registered User may contact the Clerk's office to schedule any necessary training.)
2. The electronic filing of a petition, pleading, motion or other document by a Filing Agent shall constitute the signature of the attorney the document is filed on behalf of under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.
3. The Filing Agent must protect and secure the login and password issued by the court. The login and password must be used exclusively by the Filing Agent on behalf of the Registered User. The Filing Agent must not knowingly permit the login and password to be used by anyone who is not authorized. The Filing Agent must immediately notify the court if misuse of a password is suspected.

4. The Registered User is responsible for updating his/her account (using the Maintain User Account link in CM/ECF and the procedures provided by the Clerk's Office) to remove the Filing Agent's filing authority in the event a Filing Agent is no longer authorized to act as a Filing Agent for the Registered User.
5. The Filing Agent must abide by all the requirements set out in the Uniform Local Bankruptcy Rules and the Administrative Procedures for Electronic Case Files System, both of which are available on the Court's website at www.msnb.uscourts.gov.
6. The Registered User and the Filing Agent understand that the court may revoke a Filing Agent's login and password and, therefore, authority and ability to electronically file documents for cause, including failure to comply with any provisions of this agreement, failure to adequately protect the Filing Agent password, failure to comply with the provisions of the Uniform Local Bankruptcy Rules and/or Administrative Procedure for Electronic Case Files System, revocation of the Registered User's login and password, or other misuse of the CM/ECF System.
7. By initialing in the space provided below, the Registered User authorizes the Filing Agent to pay any applicable fees required in conjunction with electronically filed documents that require a fee.

_____ Registered User's Initials

I agree to and acknowledge the foregoing requirements and verify that the information contained in this document is true and correct.

Date

Filing Agent Applicant Signature

I hereby acknowledge that the above applicant is authorized to act on my behalf as a Filing Agent for filing documents using the court's CM/ECF System. I further acknowledge that any document filed by the above applicant as my Filing Agent is deemed to be signed by and filed by me for purposes of Federal Rule of Bankruptcy Procedure 9011.

Date

Registered User's Signature

Submit this completed form via e-mail to: msnb_courtmail@msnb.uscourts.gov

Once the Filing Agent has been set up and associated with the Registered User in the CM/ECF System, the Court will send a confirmation e-mail to the Registered User and the Filing Agent along with the procedures for updating the Registered User's account.