

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA**

**APPLICATION FOR LIMITED USE/CLAIM PASSWORD
FOR ELECTRONIC CASE FILING SYSTEM**

NAME: _____

ADDRESS: _____

PHONE #: _____ **FAX #:** _____

E-MAIL ADDRESS: _____

BAR ID # (if applicable): _____ **STATE OF** _____

1. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs of Claim, Application(s) To Withdraw Unclaimed Funds, Notice(s) of Appearance, Assignment of Claim(s), Transfer of Claim(s), and/or am authorized to execute and submit Reaffirmation Agreement(s) on behalf of _____ . (attach separate sheet if necessary)
2. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any proofs of claim or other papers or documents filed by use of the password obtained pursuant to this Application.
3. I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are file using my password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of one year after the case or proceeding in which the papers are files has been closed.
4. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately.
5. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
6. I agree to adhere to court procedures for the Electronic Case Filing System. I understand that it is my responsibility to learn and use any and all updates to the electronic case filing procedures.

Applicant Signature

Date

Please return to: Systems Department
Attn: ECF Creditor Registration
United States Bankruptcy Court
500 Poydras Street, Suite B-601
New Orleans, Louisiana 70130