

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

**Application for Accountant Password
for Electronic Case Filing System**

I, _____, understand that by submitting this application and receiving a password, I agree to adhere to the court's orders authorizing electronic case filing, and to the rules promulgated for the court's Electronic Case Filing System. I am providing the following information as a condition of receiving my password:

(Please Print or Type)

Name: _____

Firm Name: _____

Address: _____

Telephone #: _____ FAX#: _____

Internet E-Mail Address for Service _____

I, _____, certify that I have personally completed the Motion/Application and Notice of Hearing with Certificate of Service on-line Electronic Learning Modules located on the website for the U. S. Bankruptcy Court, Eastern District of Louisiana. Date of training: _____.

OR

I, _____, certify that I have completed CM/ECF training in another federal court. Date and location of training: _____

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

1. I will use the Electronic Case Filing System for cases filed in the United States Bankruptcy Court for the Eastern District of Louisiana.
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 are: a personal computer running a standard platform (Microsoft Windows, Macintosh, Linux); an Internet provider; Firefox 2.0 or higher; Internet Explorer 6.0 or higher; software to convert documents to Portable Document Format (PDF), such as Adobe Acrobat Writer 6.0 or higher; and a document scanner.

3. Each use of my password for filing documents will meet the requirements of Rule 9011 of the Federal Rules of Bankruptcy Procedure. I understand that the use of my password constitutes my signature on the document being submitted. If I submit a document for another party, I understand it is my responsibility to maintain a copy of that document bearing the signer's signature in my records.
4. Inasmuch as the combination of my identification with my password constitutes my signature, I agree to protect and secure the confidentiality of my password. Therefore, if I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the court in writing. Moreover, it is also my responsibility to immediately inform the court of any change in my address, telephone, fax or E-Mail address.
5. I understand that the issuance of a password to me constitutes a waiver of conventional service under the court's rules. I agree to accept a Notice of Electronic Filing by hand, facsimile, first class mail or authorized E-Mail in lieu of conventional service. I will use the automatic E-Mail notification feature of the Electronic Case Filing System wherever feasible.
6. I understand that service of the Notice of Electronic Filing through the court's electronic filing system upon users who have ECF passwords with the court is the equivalent of service upon such parties by first class mail, postage prepaid. However, service upon the debtor or other parties entitled to service who are not registered for electronic service must be made by first class mail, postage prepaid. Moreover, in cases where service of documents filed electronically is insufficient through the court's electronic filing system, full compliance with Federal Rules of Bankruptcy Procedure, including Rules 2002(j), 7004(b), and 9016(b) is required.

Date: _____

Applicant Signature

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

REVISED: March 2009