

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF VIRGINIA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM
PARTICIPANT REGISTRATION FORM**

I am requesting **FINANCIAL FILING PRIVILEGES** for filing documents in the CM/ECF system in the US Bankruptcy Court for the Western District of Virginia. Financial filing privileges shall be limited to the authorization to file personal financial management course certificate via the court's Electronic Case Filing System (ECF).

To complete this form please do the following: fill out the form, print the form, sign and date, scan to Adobe PDF format and e-mail to CMHelpdesk@vawb.uscourts.gov

The following information is required for CM/ECF registration:

Name:

Mailing Address:

Voice Phone No.

E-Mail Address:

Financial Participants:

Agency/Company

By signing and submitting this registration form, I agree to abide by the following requirements:

Financial Participants:

Signatures on documents filed pursuant to this authorization shall be indicated by /s/ and the typed name of the person signing in the following format: /s/ John Doe on the signature line. The use of my password constitutes my signature for all purposes under the Federal Rules of Bankruptcy Procedure and the Local Rules of this court.

The login and password for filing shall be used exclusively by me and by any person to whom I give authorization and for whose actions in the use thereof I acknowledge responsibility. I will not knowingly permit my login and password to be used by anyone who is not so authorized.

I will contact the Clerk of Court to report any suspected compromise of my password.

I will abide by all of the requirements of the Administrative Procedures of the Court which are currently in effect as well as any changes or additions that may be made later.

I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.

Date

Signature