

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

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

I am requesting PRO HAC VICE FILING PRIVILEGES for receiving notices electronically via the CM/ECF system in the U S Bankruptcy Court for the Western District of Virginia. A registered participant will have limited privileges to file documents via the court's Electronic Case Filing System (ECF) which consists of (i) filing proofs of claims and amendments, (ii) requesting notices in the case, and (iii) filing a notice of transfer of claim.

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](mailto:CMHelpdesk@vawb.uscourts.gov)

The following information is required for CM/ECF Limited Participant registration:

Name:	<input type="text"/>
Mailing Address:	<input type="text"/>
	<input type="text"/>
Voice Phone No.	<input type="text"/>
E-Mail Address:	<input type="text"/>

<b>Pro Hac Vice Participants:</b>	
Bar ID #	<input type="text"/>
State of Admission	<input type="text"/>
Firm Name	<input type="text"/>

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

**Pro Hac Vice Participants:**

Pursuant to Local Rule 2090-1 (E)(2)

**Foreign Attorneys:** Attorneys who are not qualified and licensed to practice under the laws of Virginia, but who are qualified and licensed to practice before the Supreme Court of the United States, or before the highest Court of any state in the United States, or before the Courts of the District of Columbia, may not become members of the Bar of this Court, but may appear on a *pro hac vice* basis only in association with a member of the Bar of this Court, upon motion of such member, and only for the conduct of a case in which associated and then pending before the Court. If said motion is granted, the member of the Bar of this Court that made said motion, will be required to sign all pleadings and appear at all hearings and proceedings before this Court, unless these provisions are waived by the presiding Judge. Such appearance shall not be withdrawn without leave of the Court. Service of notice, process, or any other paper upon the foreign attorney shall be equivalent to such service on the parties for whom appearance has been noted, provided that the foregoing provisions shall not apply to a pro se party. A *pro se* party shall file a memorandum showing an address where notice can be served.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

- You will receive a login and password via e-mail.
- You may use the same login and password from the prior e-mail.

Print Form