

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

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

I am requesting [PRO HAC VICE FILING PRIVILEGES](#) for filing documents in the CM/ECF system in the U S Bankruptcy Court for the Western District of Virginia. A registered participant will have the privilege to file documents 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:

Pro Hac Vice Participants:

Bar ID #

State of Admission

Firm Name

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 Such appearance shall not be withdrawn without leave of the Court.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.