

**UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA  
CM/ECF (Case Management/Electronic Case Files)  
ELECTRONIC FILING REGISTRATION FORM**

To register for an account on the Court's CM/ECF System, so that you may electronically file pleadings with the Court, please provide the information requested below:

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Voice Phone  
Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Court Issued Login: \_\_\_\_\_

Court Issued Password: \_\_\_\_\_

Contact Name(s) and phone number(s) of a Paralegal or Secretary who will be using your login and password: \_\_\_\_\_

\_\_\_\_\_

**\*\*Please Note \*\***

**Before we will add you to the system you must submit:**

**1.) The Email Notification Form and 2.) If you are certified in another Court and did not attend our training, submit a 1 page copy of a docket sheet from any Federal Court Indicating Electronic Filing Privileges.**

By signing below, you agree that you have reviewed the Attorney Manual for the Northern District of West Virginia and agree to follow our procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Electronic Bankruptcy Noticing**

**The U.S. Bankruptcy Courts encourage the bankruptcy community to utilize Electronic Bankruptcy Noticing (EBN). EBN is a free service that allows court notices to be transmitted electronically, delivering them faster and more conveniently. Some of the advantages to electronic noticing are:**

### **Updating Electronic Bankruptcy Noticing Information A TRADITION OF SERVICE TO THE FEDERAL JUDICIARY**

- **Court notices are sent the same day they are produced by the court.**
- **You can access your court notices 24/7.**
- **Court notices that would be mailed to multiple locations can be routed to a centralized electronic address.**
- **Storing court notices to your computer means you never lose a paper copy.**
- **Court notices can easily be forwarded around the office or to your attorney.**

**For more information and to register for this service, please go to [ebn.uscourts.gov](http://ebn.uscourts.gov). You may also contact EBN Customer Service at 1-877- 837-3424 or [ebn@baesystems.com](mailto:ebn@baesystems.com). Note: If you are an attorney who already receives your notices via CM/ECF Notice of Electronic Filing, then you do not need to register for this service.**