

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**

*Please list the Case Name and Case Number of the Case(s) in which you are Requesting  
Electronic Filing Privileges:*

Case Name

Case Number

**PRO SE E-FILING AGREEMENT AND / OR REQUEST FOR ELECTRONIC  
NOTICES**

**PRO SE E-FILING REGISTRATION:** I understand that I am required to complete my own application for CM/ECF registration.

- I am a pro se party in the above-captioned case(s). A username and password to the CM/ECF system will be assigned to me upon the Clerk's Office's acceptance of this Agreement as to one or all of the above-captioned cases. The username and password are only for use in the Bankruptcy Court for the Northern District of West Virginia and may only be used in the specifically authorized case(s).
- Use of the login and password issued by the Court constitute my signature on all electronically filed documents for all purposes, including those under Rule 9011 of the Federal Rules of Bankruptcy Procedure and 28 U.S.C. 1746. Use of my log-in and password has the same force and effect as affixing my wet signature on a paper document filed with the Court. Every document I file electronically shall be signed by me, in the following format: "/s/ John Doe", on the signature line.
- I am solely responsible for any documents submitted electronically to CM/ECF by means of my e-filing login and password. I will protect and secure the password issued to me. If there is reason to suspect that my password has been compromised, it is my responsibility to change my password and immediately notify the Bankruptcy Clerk by calling 304-233-1655.
- My e-filing ability may be restricted or revoked by the Bankruptcy Clerk at any time, without notice, and shall terminate on closure of the above captioned case(s).
- By signing below, I accept these terms and conditions.

**E-MAIL REGISTRATION AND NOTICES OF ELECTRONIC FILING:** Pursuant to Fed. R. Bankr. P. 9036, whenever the clerk or some other person as directed by the court is required to send notice by mail, I hereby request that all or part of the information required to be contained in the notice be sent via email instead of U.S. mail. Registration will result in notification to me of all public documents filed in the above captioned case(s), whether or not the document affects my individual rights. I understand that the first time the Bankruptcy Clerk's Office receives an e-mail bounce back (undeliverable e-mail), my e-mail registration for notices of electronic filing may be terminated without notice and I will receive court notices and orders by

U.S. mail. If I do not check this box, I will only receive court notices and orders that affect me by U.S. Mail and will only see publically filed documents that are specifically served upon me by other parties.

*Please provide your “wet” signature on the line below and mail this document to:*

***Bankruptcy Clerk’s Office***

***P.O. Box 70***

***Wheeling WV 26003***

***If approved, the Clerk’s Office will issue your e-filing log-in and password.***

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

Date:

Printed Name

Address Ln. 1

Address Ln. 2

Address Ln. 3

Daytime Telephone Number:

Email Address: