

### **N.D.W.V. LBR 5005-4.03**

#### **Eligibility, Registration, Certification, and Passwords.**

(a) Attorneys admitted to the bar of this Court, including those admitted *pro hac vice*, may register as filing users of the Court's electronic filing system. Registration is initiated by the Office of the Clerk at the time of certification training and requires the filing user's name, address, telephone number, internet e-mail address, and a declaration that the attorney is admitted to the bar of this Court. Furthermore, in order to become registered, the attorney or *pro se* litigant shall be certified by the Office of the Clerk as having successfully completed a prescribed training course presented by the Office of the Clerk of this Court or other authorized training program.

(b) If the Court permits, a party to a pending case or proceeding who is not represented by an attorney may register as a filing user in the electronic filing system solely for purposes of the action. Registration is in a form prescribed by the Clerk and requires identification of the action as well as the name, address, telephone number and internet e-mail address of the party. If, during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the Clerk to terminate the party's registration as a filing user upon the attorney's appearance.

(c) Registration as a filing user constitutes consent to electronic service of all documents as provided in these rules in accordance with the Federal Rules of Civil Procedure.

(d) Once registration is completed, the filing user will receive notification of the user login and password. Filing users agree to protect the security of their passwords and immediately notify the Clerk if they learn that their password has been compromised. Users may

be subject to sanctions for failure to comply with this provision.

Cross Reference

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