

**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 REQUEST FOR ELECTRONIC NOTICES**

<b>PRO SE E-FILING REGISTRATION:</b> I understand that I am required to complete my own application for CM/ECF registration.
<ul style="list-style-type: none"><li>• I am a pro se party in the above-captioned case(s). I have requested, or will request, pro se e-filing privileges with the Bankruptcy Court for the Northern District of West Virginia by registering as a pro se plaintiff, defendant, debtor or creditor with pacer.gov.</li><li>• I understand that my username and password are only for use in the above-captioned cases.</li><li>• I understand that use of the login and password in the Bankruptcy Court's CM/ECF system 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.</li><li>• 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 at <a href="http://www.pacer.gov">www.pacer.gov</a> and to immediately notify the Bankruptcy Clerk by calling 304-233-1655.</li><li>• My e-filing ability in the above-captioned case(s) may be restricted or revoked by the Bankruptcy Clerk at any time, without notice, and shall terminate upon closure of the above captioned case(s).</li><li>• 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.</li><li>• Email 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.</li><li>• 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 if terminated, I will receive court notices and orders by U.S. mail until such time as I update my user account with PACER.</li></ul>

- Under Fed. R. Civ. P. 5, as it applies to bankruptcy adversary proceedings and contested matters, and under Fed. R. Bankr. P. 9036, I understand that other parties may serve certain document upon me electronically due to the registration of my email address with the bankruptcy court's electronic filing system.
- By signing below, I accept these terms and conditions.

***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***

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

Printed Name

Address Ln. 1

Address Ln. 2

Address Ln.3

Daytime Phone Number:

Email Address: