

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII



Requirements: Individuals seeking to file documents electronically must be (1) admitted to practice in the United States District Court for the District of Hawaii and be an active member in good standing with the Court, (2) admitted pro hac vice, (3) authorized to represent the United States of America, pursuant to LR 31.1 or, (4) proceeding as a non-prisoner pro se litigant, with advanced approval by the Court.

Instructions: To request an Electronic Case Filing (ECF) account, complete this form, sign and save it, and then mail, fax, or e-mail the form to the addresses listed below. **After verification, you will receive an E-mail with your ECF log in and password. An E-mail address is required to E-file and receive notices.** If your e-mail address changes, you are required to update your account or, contact the clerk's office for assistance, 808-541-1890.

Type of Participation

(Please choose one)

I have completed the Computer Based Training (CBT) modules and reviewed the Case Management & Electronic Case Filing (CM/ECF) Procedures Guide, available on the USDC District of Hawaii website at: www.hid.uscourts.gov ***Filing documents electronically/Receiving e-mail notifications.***

I am a registered user of CM-ECF in the following Bankruptcy and/or District Court(s):

Filing documents electronically/Receiving e-mail notification.

Name: _____ Bar ID and State:(*if applicable*) _____

Firm/Agency Name:(*if applicable*) _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Primary E-mail address for service and notice: _____

PLEASE READ AND SIGN THE FOLLOWING PAGE

By signing and submitting this registration form, I agree to the following.

1. I will abide by all orders, rules, and administrative procedures governing the use of my login and password and the electronic filing of documents in the CM/ECF system of the United States District Court for the District of Hawaii.
2. Use of my ECF User login and password constitutes my signature on an electronically filed document for all purposes and shall have the same force and effect as if I had affixed my signature on a paper copy of the document being filed (full participation registrants only).
3. I may authorize one or more employees or office staff members to use my login and password for the electronic filing of a document. However, such use constitutes my signature on the electronically filed document. I will not knowingly permit use of my login and password by anyone not so authorized, I shall take steps to prevent such unauthorized use, and I shall be fully responsible for all use of the login and password whether authorized or unauthorized. If authorization to use a login and password is withdrawn (e.g., when a staff member leaves employment) or if unauthorized use of a login and password is suspected, I shall select and activate a new password for use in the ECF system. I also shall immediately notify the court upon learning of any unauthorized use. I understand that failure to change the password and notify the court may result in sanctions (full participation registrants only).
4. This registration constitutes my waiver of service of a paper copy of a notice and a request in writing that, instead of notice by mail, notice be sent to me by electronic transmission through the court's CM/ECF system. This also constitutes my consent in writing to accept service of documents by e-mail through the CM/ECF system. I will maintain an active e-mail account for notice and service by electronic transmission, and will keep such e-mail account information current in my ECF User account.
5. I will promptly submit payment of any fees required for the filing of a document in accordance with payment procedures established under the CM/ECF administrative procedures.

Signature: _____

Date: _____

Submit by mail to:

Fax to:

or, E-mail to:(PREFERRED)

Clerk - ECF Registration
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District of Hawaii
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