



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
ELECTRONIC CASE FILING LIVE SYSTEM ATTORNEY PASSWORD APPLICATION**

An **attorney** seeking to electronically file documents must request a login and password and must meet at least **one** of the prerequisites listed below before completing and submitting the Attorney Password Application:

1. Admitted to practice in the United States District Court for the Eastern or Southern District of New York.
2. Admitted to practice *Pro Hac Vice* or has filed a **Pro Hac Vice Motion** in the United States Bankruptcy Court for the Eastern District of New York. Refer to E.D.N.Y. Local Bankruptcy Rule 2090-1 to determine compliance before requesting an ECF Login and Password. *Pro Hac Vice* forms may be found on the Court's web site at: <http://www.nyeb.usCourts.gov/forms/all-forms/admissions>

TYPE OR PRINT CLEARLY

I, _____, swear or affirm that I am a member in good standing of the Bar of the State of _____ (Attach Certificate of Good Standing or any other evidence that you are a valid member of any State Bar in the United States), and

Check one of the boxes:

- Admitted to practice in the United States District Court Eastern and/or Southern District of New York
- Admitted *Pro Hac Vice* to the United States Bankruptcy Court, Eastern District of New York
- Has made a motion to be admitted *Pro Hac Vice* to the United States Bankruptcy Court, Eastern District of New York

By submitting this application and receiving a password, I agree to adhere to the Court's order authorizing electronic case filing, any supplements and/or amendments thereto and the rules promulgated for the Court's ELECTRONIC CASE FILING (ECF) SYSTEM. I am providing the following information as a condition of receiving my password:

Attorney Code (first & last name initials/last 4 digits of social security #): _____

Attorney Name: _____

Firm Name: _____

Address/City/State/Zip Code: _____

Phone #: _____ Fax #: _____

Bar ID #: _____

Internet E-Mail Address for Service: _____

- I consent to delivery of my assigned ECF login and password to the above-referenced e-mail address. I have read and understand the following rules:

1. I will employ the Electronic Case Filing System for cases filed in the United States Bankruptcy Court for the Eastern District of New York.

2. I will meet all hardware and software requirements disseminated by the Court for system use. I understand that the current minimum requirements for filing documents over the Internet are: a personal computer running Apple OSX; an Internet provider using dial-up or broadband; Mozilla Firefox, or Microsoft Internet Explorer, or Apple Safari; Adobe Acrobat to convert word processor formatted documents to portable document format (PDF); and a document scanner. A PACER login and password are needed to view or print documents from this system and can be obtained by calling the PACER Service Center at 1-800-676-6856 or by visiting its website at: <https://www.pacer.gov/>.
3. Each use of my password for filing documents will meet the requirements of Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011, and E.D.N.Y Local Bankruptcy Rule 9011-1. I understand that the use of my password together with my electronic signature constitutes my signature on the document. I agree that at no time I will share my password with any other party to file a bankruptcy petition. If I electronically file a document for a party within my firm, I understand it is my responsibility to maintain a copy of that document bearing the signer's signature in my records.
4. I agree to protect and secure the confidentiality of my password. Therefore, if I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the Court in writing. Moreover, it is my responsibility to keep my account information under Utilities/Maintain Your ECF Account, current by immediately electronically updating any change in my firm affiliation, address, telephone, fax or email address.
5. I understand that the issuance of a password to me constitutes a waiver of conventional service pursuant to the Court's Electronic Filing Procedures General Order # 559. I agree to accept a Notice of Electronic Filing by hand, facsimile, first class mail or authorized e-mail in lieu of conventional service. Moreover, I will use the automatic e-mail notification feature of the Electronic Case Filing System wherever feasible.
6. Notwithstanding No. 5 herein, conventional (paper) service is required in all non-electronic filings as well as on the United States and its agencies, and on foreign, state or local governments, in full compliance with Rules 2002(j) and 7004(b)(4)(5) and (6) of the Federal Rules of Bankruptcy Procedure and Rules 4(i) and (j) of the Federal Rules of Civil Procedure.
7. In compliance with the Electronic Filing Procedures General Order #559, I understand that if documents being submitted electronically have lengthy exhibits, the filing of relevant excerpts of the exhibits are preferred and permitted without prejudice to my right to file additional excerpts or the complete exhibits with the Court at any time.
8. In compliance with the Electronic Filing Procedures General Order #559, once I receive my password, I will make every reasonable effort to electronically file documents. If I am unable to electronically file, documents will be submitted to the Court in PDF, either on diskette, CD or DVD. Paper filings hand delivered to the Court will be scanned by the delivering party.
9. I understand that receipt of a password and access to the ECF system for the United States Bankruptcy Court, Eastern District of New York, is contingent upon completing this Attorney Password Application. At the Court's discretion, I may be required to attend an in-person training class.
10. I understand that I will pay for all fee-related Internet filings through the Court's Internet payment process (Pay.gov). I understand that I must use a valid Visa, MasterCard, Discover, American Express, credit or debit card, or a business or personal savings or checking account to pay for fee-related filings.
11. I understand that I will be required to pay for all fee-related filings by midnight of the day of filing, and that any failure to pay the fees due may result in revocation of my ECF password.

12. I understand that it can take three business days to receive a login and password once the application has been submitted to the Court.

13 If you had ECF classroom training in a Bankruptcy Court, enter the date of training and the Bankruptcy Court in which you had the training: Date of Classroom Training: _____
United States Bankruptcy Court, _____ District of _____.

Date

Attorney Applicant Signature

Return completed form to:

United States Bankruptcy Court
Eastern District of New York
Alphonse M. D'Amato Courthouse and Federal Building
290 Federal Plaza
Central Islip, New York 11722

Date reviewed and authorized by
Clerk's Office: _____

Authorized by: _____