



**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK**

**ELECTRONIC CASE FILING SYSTEM LIMITED ACCESS PASSWORD APPLICATION  
LIVE SYSTEM**

***TYPE OR PRINT CLEARLY***

I, \_\_\_\_\_, swear or affirm that I am authorized to prepare and file documents on behalf of the company listed below. By submitting this application and receiving a password, I agree to adhere to the General Order #559 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:

Name of Applicant \_\_\_\_\_

Last Four Digits of Social Security Number \_\_\_\_\_

Name of Employer \_\_\_\_\_

Company Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Internet E-Mail Address for Service \_\_\_\_\_

I consent to delivery of my assigned System 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, 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 and 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 Local Bankruptcy Rule 9011-1. I will not submit any document on behalf of any company or firm without the express authorization of the individual whose signature appears on the document to be filed.
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 immediately electronically update any change in my company affiliation, addresses, telephone, fax, or e-mail address.
5. In compliance with the Electronic Filing Procedures General Order #559 I understand that no exhibit to an electronically filed document, other than a proof of claim, is to exceed 20 pages. When filing a proof of claim, I will place the entire claim on the docket, including multiple exhibits where necessary.
6. I agree to maintain a hard (paper) copy of the originally executed claim or document, and/or original exhibits for two years after the entry of a final order terminating the case or proceeding to which the document relates. On request of the court, the filer must provide original documents for review.
7. I understand that I am responsible for ensuring that the name and address entered in the ECF system match the creditor information on the document.
8. 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 my completing this Limited Access Password Application.
9. I understand that the issuance of a password to me and/or my company does not constitute a waiver of conventional service pursuant to the court's Electronic Filing Procedures General Order #559.
10. I understand that I will receive a Limited Access Password and be permitted to file certain documents. The court reserves the right to add or subtract limited access docketing options as deemed necessary.
11. I understand that my supervisor will contact the court to terminate my ECF account in the event that I am no longer employed by a current employer. Additionally, I understand that my supervisor's signature is required on this application, as indicated below.
12. I understand that it can take three to five business days to receive a login and password once the application has been submitted to the court.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201 .

\_\_\_\_\_  
Notary Public

**Signature of Supervisor of Applicant**

**I, \_\_\_\_\_, am the supervisor of the applicant at the applicant's place of employment. I affirm that the applicant seeks a password for work-related reasons. I understand that it is my responsibility to contact the court in writing in the event that the applicant no longer is an employee.**

**Signature of Supervisor** \_\_\_\_\_

**CompanyName** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Please return to:

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

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**FOR COURT OFFICE USE ONLY**

Date application received \_\_\_\_\_

Date reviewed for compliance \_\_\_\_\_

Date access permitted \_\_\_\_\_

Authorized by \_\_\_\_\_

Revised 3-11-2015