

**UNITED STATES DISTRICT COURT
FOR
THE NORTHERN DISTRICT OF WEST VIRGINIA**

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY/PARTICIPANT REGISTRATION FORM**

This form must be used to register for an account on the Court's Case Management/Electronic Case File (CM/ECF) system. By submitting this registration form, the undersigned agrees to abide by the requirements stated herein and as set forth in the Federal Rules, Federal Statutes and the Local Rules, Administrative Orders, Procedures and Policies of the United States District Court for the Northern District of West Virginia.

The following information is required for registration.

First/Middle/Last Name: _____

State Bar ID Number: _____

Firm Name: _____

Firm/Attorney Business Address: _____

Voice Telephone Number: _____

Internet E-Mail Address: _____

Fax Phone Number: _____

Attorneys will have privileges to electronically file court documents, view official docket sheets and documents associated with cases, and query case reports for cases on the CM/ECF system.

In order to file documents electronically, CM/ECF participants will need the following:

- a personal computer , preferably with a Pentium Processor running a standard platform such as Windows 95, Windows NT, or Macintosh
- Adobe Acrobat Reader/Writer 4.0 or higher software to convert documents from a word processor format to a portable document format (PDF)
- Macintosh or Windows based word processor
- Netscape Communicator software version 4.7 or greater, or Microsoft Internet Explorer 5.5 or greater
- Internet provider using Point to Point Protocol (PPP)
- Electronic (e-mail) access
- Access to a scanner if non-computerized documents need to be imaged
- A PACER Service account. The Judicial Conference of the United States has recently approved a schedule of fees to be charged for selected electronic records access requests by users of the CM/ECF. This requires a PACER account in addition to CM/ECF registration

The use of a participant's login and password constitute that participant's signature pursuant to the Federal Rules on all submissions made to the system. Submission must also conform with the Local Rule and/or administrative procedure and the signature line must appear as "/s/ Jane Doe".

Participant's must take appropriate steps to protect their login and passwords. If the login and password become compromised, the participant must notify the Court immediately.

Registration constitutes a participant's consent to service by electronic means pursuant to the Federal Rules.

CM/ECF is applicable with certain limitations to civil and criminal cases filed before the court.

A user accesses court information via the court's Internet site or through the Public

Access to Court Electronic Records (“PACER”) Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).

Please mail or fax this registration form to:

**Clerk, US District Court
P.O. Box 1518
Elkins, West Virginia
26241
Attention: CM/ECF Registration**

1-304-636-5746

Date: _____

Applicant’s Signature