

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

CM/ECF ATTORNEY REGISTRATION FORM

If you are applying for Admission to this Court, do not submit this form. You must go to our website at: www.iand.uscourts.gov, click on Information for Attorneys and then Admission to the Northern District of Iowa.

This form shall be used to register for an account on the Case Management/Electronic Case Filing (CM/ECF) system for the U.S. District Court for the Northern District of Iowa. A registered attorney is allowed to electronically file documents, and review and retrieve electronic docket sheets and documents on the CM/ECF system. The following information must be completed for registration.

First/Middle/Last Name: _____

Attorney Bar ID/State: _____

Are you admitted to practice in the Northern District of Iowa? Yes No

Admission Date to the Northern District of Iowa: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Your email address: _____

Additional email addresses to include on account:

Name of Federal Court Bar(s) you belong to:

Do you currently have a login for CM/ECF for another US District Court? Yes No

If yes, and you wish to use the same login and password for this District Court, please list below (password must be at least 8 characters, include a capital letter, a symbol and a number.)

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The system is for use only in cases designated by the U.S. Courts for the Northern District of Iowa. The system may be used to file and view electronic documents and docket sheets.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign a CM/ECF Attorney Registration form. An attorney's password issued by the court, combined with the user's identification (login), serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney to notify the court immediately. The court will immediately delete the password from the electronic filing system and issue a new password.
3. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11.
4. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of any order or judgment.
5. 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 website (<http://pacer.psc.uscourts.gov>)

Upon completion of this form, email it to: ecfmail@iand.uscourts.gov

Subject Line: "ECF Attorney Registration"

Date: _____ (type name) s/ _____
Name: _____
Firm Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____
E-mail Address: _____

COURT USE ONLY

Login	
Password	
Issuer	
Date sent to user	