

**UNITED STATES DISTRICT COURT**

**NORTHERN DISTRICT OF IOWA**

**CM/ECF ATTORNEY REGISTRATION FORM**

1. If you are an attorney applying for admission to this court, do not submit this form. You must

click on Attorney Info and then Attorney Admission Information. During the admission process,

you will create your own Case Management/Electronic Case Filing (CM/ECF) account.

1. This form must be used if you are admitted and have not previously registered for an account on the CM/ECF system for the U.S. District Court for the Northern District of Iowa.
2. Attorneys seeking pro hac vice admission must comply with Local Rule 83(d)(3), which requires this CM/ECF Registration form to be completed within 14 days of the filing of the Order Granting Pro Hac Vice Admission.

First/Middle/Last Name: Full Name

Attorney Bar ID/State: Bar ID

Are you admitted to practice in the Northern District of Iowa? *(Check 1 box and enter date if applicable)*

Yes-Admission Date: Date Pro Hac Vice-Admission Date: Date

No

Firm Name: Firm Name

Address: Address

City: City State: State Zip: Zip

Telephone Number: Phone #

Your primary email address to include on account: Attorney Email

Additional email addresses to include on account: Email #2

Email #3 Email #4

If you wish to use s login and password for this court, please list below

**(password must be at least 8 characters, include 1 capital letter, 1 symbol AND 1 number.)**

Login: Login Password: Password

YOU MUST COMPLETE THE SIGNATURE LINE ON THE NEXT PAGE

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

1. The CM/ECF system is for use only in cases designated by the U.S. District Court for the Northern District of Iowa. The CM/ECF 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 attorneys password issued by the court, combined with the users identification (login), serves as and constitutes the attorneys signature. Therefore, an attorney must protect and secure the password issued by the court so that unauthorized use does not occur. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of a 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 CM/ECF 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 complaint, pleading, motion or other paper by an attorney who is a registered participant in the CM/ECF system shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11.

1. By registering, the undersigned consents to receive notice electronically and to waive the right to receive notice by personal service or first-class mail pursuant to Federal Rule of Civil Procedure

5(b)(2)(C), except with regard to service of a complaint and summons.This provision does include electronic notice of the entry of an order or judgment.

1. A user accesses court information via the courts website 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 CM/ECF login and password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, which

is available on the PACER website: <http://pacer.psc.uscourts.gov>

1. By registering, the undersigned agrees to abide by the court’s Local Rules and the Electronic Case Filing Procedures Manual, and any changes or additions that may be made to such rules and procedures in the future. Registered CM/ECF users agree to comply with the Federal Rules of Civil and Criminal Procedure, including those governing electronic filing, privacy and redaction. *See, e.g*., Fed. R. Civ. P. 5.2.
2. Additional information and procedures are available on the court’s website.

Email completed form to: [ecfhelp@iand.uscourts.gov](mailto:ecfhelp@iand.uscourts.gov) Subject Line: ECF Attorney Registration

Date: Enter a date (type name) s/ Name

**COURT USE ONLY**

**Login:**

**Password: Issuer/Date:**