United States Bankruptcy Court
Southern District of California

Case Management / Electronic Case Files (CM/ECF) System
Limited Filer Privileges Registration Form

This form is to be used by **personal financial management course providers** to register for limited filing privileges to electronically file documents using the CM/ECF System in the U.S. Bankruptcy Court for the Southern District of California. The limited filer may only perform specified transactions, as specified in paragraph 2 of this form.

NOTE: If you are an attorney, do not complete this form. Complete the attorney filer registration form.

Directions: *Complete this fillable PDF form, print it to paper and sign it, as an original signature is required. This form can be mailed to US Bankruptcy Court, Attn: CM/ECF Coordinator, 325 West F Street, San Diego, CA 92101; or you can scan the form to a PDF and submit it as an e-mail attachment to info_casb@casb.uscourts.gov*

First/Middle/Last Name:_____

Title:_____

Entity Name:_____

Mailing Address:_____

_____

_____

Telephone Number:_____

Facsimile Number:_____

E-mail Address:_____

Other districts in which I am certified to file electronically using CM/ECF:

_____

_____

_____

1. I, the limited filer, agree that a filing made with my judiciary login and password constitutes my signature for all purposes, including the Federal Rules of Bankruptcy Procedure and the local rules of the court, and shall have the same force and effect as if I had affixed my signature on a paper document being filed. Signatures will be indicated by "/s/" and the typed name of the person signing in the following format: "/s/ Jane Smith" on the signature line.

2. I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court. I understand that a limited filer's privileges are narrow in scope. I will only use CM/ECF to electronically file the following: personal financial management course certificate. The court reserves the right to modify these options or add additional options as deemed necessary.

3. I must pay any fees incurred for transactions made in CM/ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.

4. I agree to protect the security of my password.

5. I will change my password through my PACER account if I suspect it has been compromised and immediately notify the court.

6. I agree to maintain my contact information (e.g., email address, mailing address, telephone number(s), and facsimile number). All changes will be made through PACER.

7. I understand that electronically filed documents requiring original signatures from any person other than me must be maintained by me in paper form, bearing the original signatures, for 5 years after closing of the case or proceeding in which the documents were filed. Upon the court's request, I must provide the original signed documents for review.

8. I agree to comply with the redaction requirements, pursuant to Fed. R. Bankr. P. 9037. I understand that filers, and not the court, are solely responsible for redacting documents.

9. I understand that using my limited filer privileges to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filer privileges. The limited filer account is intended to perform specified transactions, as set forth in paragraph 2. In order to view and retrieve electronic docket sheets and documents available on CM/ECF, I will use PACER or the courts' Really Simple Syndication (RSS) feed.

10. By contacting the Clerk of Court, the Chief Deputy Clerk or the Systems Department at info_casb@casb.uscourts.gov, I may request to terminate my status as a limited filer at any time. If I cease to be an employee or agent of an entity on whose behalf

documents are being electronically filed, or for any other reason cease to be authorized to file electronically on behalf of said entity, I will promptly contact the court and request to terminate my filing privileges.

11. I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.

12. At any time without advance notice, the court may, *sua sponte*, terminate my account for any reason and require future documents to be filed conventionally or in any other format specified by the court

13. If the terms and conditions change, information regarding the changes will be posted at: https://www.casb.uscourts.gov/limited-access-special-login-financial-management-course-professionals-fmcp. I understand that it is my responsibility as the limited filer to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

I certify under penalty of perjury that the information I am submitting to register for electronic filing is true and correct. I acknowledge that I have read and agree to the terms and conditions above.

_____	_____
Date	Limited Filer's Original Signature Required