

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF GEORGIA  
CM/ECF ATTORNEY REGISTRATION FORM**

To register to file documents via CM/ECF, the Court's electronic filing system, please provide the following information:

I will be filing as a:                      Debtor's Attorney                      Creditor's Attorney

First/Middle/Last Name: \_\_\_\_\_

State and Bar ID#: \_\_\_\_\_

Law Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Filer's E-Mail Address: \_\_\_\_\_

Optional second email address to receive notices: \_\_\_\_\_

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

1) Rule 9011 of the Federal Rules of Bankruptcy Procedure requires that every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to an attorney registered to use the ECF system identifies that attorney to the Court each time the attorney logs on to the ECF system. The use of an attorney's password serves as and constitutes the signature of the attorney for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically using that attorney's password. Therefore, an attorney must protect and secure the password issued by the Court. If any reason exists to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to notify the Court immediately. The Court will thereafter immediately delete the password from the electronic filing system and issue a new password.

2) The undersigned has read the "Retention of Verified Pleadings" section of the Court's CM/ECF Administrative Procedures and understands the obligation to maintain in the undersigned's possession a complete original of every electronically-filed verified paper for a period of one (1) year following the closing of the case in which the verified Paper is filed. The electronic filing of any verified Paper constitutes the filing attorney's signature and certification that at the time of filing, the attorney has possession of the complete verified paper bearing the original signature of each person who affirmed or swore to the truth of matters set forth in the verified paper and the original signature of each person who administered the oath, such as a notary public.

3) By this registration, the undersigned attorney waives conventional service of documents, including notice under Fed. R. Bankr. P. 2002 and service under Fed. R. Bankr. P. 7004, except as provided in Local Rule 5005, and also agrees to accept service of notice of electronic filing of documents on behalf of the undersigned's client by electronic service as good and sufficient service.

*Notwithstanding the provisions outlined above, the undersigned agrees to participate in the court's Reduced Paper Module, a configuration option in CM/ECF that allows the court to remove registered CM/ECF e-mail recipients from the Bankruptcy Noticing Center (BNC) mailing list, so that the recipients' preferred method of receiving notices from the court is through the CM/ECF Notice of Electronic Filing (NEF).*

4) The undersigned has read this court's CM/ECF Administrative Procedures and agrees to comply with the technical requirements stated therein.

5) The undersigned certifies that the attorney or firm possesses a valid credit or debit card acceptable for payment of filing fees via CM/ECF.

If you are already a registered CM/ECF **Bankruptcy filer** in another court, you may be able to reduce or waive the required "Testing" phase to obtain a "Live" login and password to our database. To be considered for a waiver or reduction of our training requirements, list the U.S. Bankruptcy court(s) where you are a currently registered **CM/ECF user**:

\_\_\_\_\_

\_\_\_\_\_

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

Submit the completed registration by e-mail to: [registration@ganb.uscourts.gov](mailto:registration@ganb.uscourts.gov)