

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF IOWA**

**ELECTRONIC CASE FILING SYSTEM
FILING USER REGISTRATION FORM**

Live System

This form shall be used to register for an FILING USER ACCOUNT on the U.S. Bankruptcy Court for the Northern District of Iowa's (IANB) Electronic Case Filing (ECF) System. A registered user will have privileges both to submit documents electronically, and to view and retrieve docket sheets and documents for all cases assigned to the IANB ECF system (NOTE: a PACER account is necessary for access to files and documents in the IANB ECF system. You may register for a PACER account either online at <http://pacer.psc.uscourts.gov/> or by calling 1-800-676-6856.) The following information is required by IANB ECF registration.

First/Middle/Last Name: _____

Bar ID#: _____

State of Admission: _____

Firm Name: _____

Mailing Address: _____

Voice Phone Number: _____

Fax Phone Number: _____

Internet E-Mail Address: _____

Other District(s) in Which
Certified (CM/ECF): _____

Access Requested: **General Filing User** **Creditor Filing User**

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

1. This access is for use only in ECF cases filed in the U.S. Bankruptcy Court for the Northern District of Iowa. It may be used to file and to view electronic papers, docket sheets, and reports. **Note:** A PACER account is necessary for this access (see above for registration information).
2. At this time, the hardware and software requirements for filing, viewing, and retrieving case papers are: a personal computer (486 minimum) running a standard platform (such as Windows 95, 98, 2000 or Macintosh), an Internet provider using Point to Point Protocol (PPP), Netscape Navigator software (version 4.6 or 4.7), and Adobe Acrobat 4.0 Reader and Writer software to convert documents from a word processor format to a portable document format (pdf). Filing attorneys are responsible for ensuring system/software compatibility with the ECF system. Updated software requirements are available at www.ianb.uscourts.gov.
3. Pursuant to Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011, and Local Bankruptcy Rule 5005-1(C)(4), every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record. Signatures on papers submitted to the court that do not contain the original/facsimile signature shall be indicated by “/s/” and the typed name of the person signing. For example, attorney Jane Smith’s signature would be noted by “/s/ Jane Smith” on the signature line. Additionally, the ECF user’s password shall constitute the user’s signature. Therefore, a user must protect and secure the password. If there is any reason to suspect the password has been compromised, it is the duty of the user to immediately change his/her login and/or password. After doing so, the user should contact the ECF Help Desk at (319) 286-2200 to report the suspected password compromise.
4. Registration shall constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to FRBP 9036, where service of pleadings and other papers is otherwise permitted by first-class mail, postage prepaid.
5. I understand that by making application for a password, I agree to abide by all of the rules and regulations in the Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Papers currently in effect, and any changes or additions that may be made to such Administrative Procedures in the System.

Applicant’s Signature

Clerk/Deputy Clerk of U.S. Bankruptcy Court

Last 4 Digits of SS# (for security purposes)

Please return this form to the divisional office where the attorney most frequently practices:

Cedar Rapids

U.S. Bankruptcy Court
Attn: DQA Team
PO Box 74890
Cedar Rapids, IA 52407

Sioux City

U.S. Bankruptcy Court
Attn: DQA Team
PO Box 3857
Sioux City, IA 51102