

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

**CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM  
FILING PROFILE REGISTRATION FORM**

This form shall be used to register for a **FILING ACCOUNT** on the U.S. Bankruptcy Court for the Northern District of Iowa's (IANB) Electronic Case Filing (ECF) System. Depending upon Filer Profile/Type granted, a registered Filer will have privileges both to submit documents electronically and to view and retrieve docket sheets and documents for all cases assigned to the court's CM/ECF system.

**NOTE:** a PACER account is required to access files and documents in the court's CM/ECF system.

\*Registration for a PACER account may occur online at <http://pacer.psc.uscourts.gov/> or by calling 1-800-676-6856.

**Complete All Fields**

First and Last Name: \_\_\_\_\_

Bar ID#: \_\_\_\_\_

State of Admission: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

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

**Access Requested:**    **General Filing User**    **Creditor Filing User**    **Filing Agent**  
(Attorney Filer)

If Filing Agent Selected:

First and Last Name of Authorizing Attorney: \_\_\_\_\_

Signature of Authorizing Attorney: \_\_\_\_\_

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. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, 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.
3. ECF logins and passwords issued to attorneys and their filing agents shall not be shared with or utilized by any other attorneys or filing agents.
4. 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 my CM/ECF account.
5. 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.
6. 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.

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Applicant’s Signature

Please return this form to the CM/ECF Help Desk via email ([training@ianb.uscourts.gov](mailto:training@ianb.uscourts.gov)) or via U.S. mail to the following address:

U.S. Bankruptcy Court  
Attn: ECF Account Maintenance  
111 Seventh Avenue SE, Box 15  
Cedar Rapids, IA 52401-2101