

**United States District Court
Northern District of Texas**

**Electronic Case Filing
User Registration Form**

This form is used to register for an account in the Electronic Case Filing system (“ECF”). Each ECF user will be able to electronically file pleadings, motions, or other papers and to receive electronic notice of documents filed in ECF. The following information is required for registration:

First/Middle/Last Name: _____

Last four digits of Social Security Number: _____

Firm Name (if any): _____

Address: _____

Phone Number: _____

Fax Number: _____

Primary Internet E-Mail Address: _____

The following additional E-Mail addresses should receive courtesy copies by electronic transmission (no more than three):

Courtesy E-Mail Addresses: _____

Attorney:

Attorney Bar No: _____ State admitted to practice: _____

Non-attorney *pro se* party:

Case number: _____

The undersigned understands that:

1. The electronic case filing system of the U.S. District Court for the Northern District of Texas is used to file and view electronic documents, docket sheets, and notices.
2. The minimum requirements for filing, viewing, and retrieving case documents are: (a) a Pentium-based personal computer running Windows 98 or higher, or a Macintosh / Apple; (b) broad band access to the Internet; (c) Internet Explorer version 6.0, or higher, or Apple's Safari browser; and (d) Adobe Acrobat Writer version 6, or higher (used to convert documents to a portable document format (PDF)), or a word processing program capable of creating documents in PDF.
3. Pursuant to Federal Rule of Civil Procedure 11:

"Every pleading, written motion, and other paper must be signed by at least one attorney of record in the attorney's name - or by a party personally if the party is "unrepresented."

When using ECF, the login and password issued by the clerk's office to an attorney (including a *pro se* party) serves as and constitutes the attorney's signature. See LR 11.1 (a) and LCrR 49.5(a).

An attorney must protect and secure the password issued by the court. If you believe your password has been compromised, change it immediately. You may also use [Forgot Your ECF Login and/or Password?](#) to receive a new password.

4. The Clerk of Court will transmit notice of entries of judgments and orders to the undersigned registered user by electronic transmission under Fed.R.Civ. P. 77, Fed.R. Crim.P. 49, LR 77.1 and LCrR 49.4. The e-mailing of the "Notice of Electronic Filing" by ECF constitutes service of the filed document on that registered user in accordance with Rule 5(b)(2)(E) of the Federal Rules of Civil Procedure.

Please return to:

Clerk, U.S. District Court
1100 Commerce Room 1452
Dallas TX 75242-1003
ATTN: Attorney Admissions

Applicant Signature

Last Name followed by Last 4 Digits of SS#