

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK**

**Registering for Electronic Case Files Access
Revised October 4, 2007**

Attorneys wishing to register for Electronic Case Filing (ECF) privileges should follow the steps listed below:

- ✓ Review Miscellaneous Order Number 61.
- ✓ Review the Administrative Procedures Manual.
- ✓ Complete the online Attorney Tutorial for ECF training.
- ✓ Review the User Guide.
- ✓ Complete either the online or paper version of the Registration Form.

Mail or fax the paper version to the Clerks Office:

**Clerk, U.S. District Court
1100 Commerce Room 1452
Dallas TX 75242-1003
214.753.2266 (FAX)**

The Registration Form will be processed upon receipt in the Clerk's Office. The attorney will be notified electronically with a login and password. For assistance, please contact:

ECF Help-Desk @ 1.866.243.2866