

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF NEW YORK

ELECTRONIC CASE FILE SYSTEM

ATTORNEY PASSWORD APPLICATION - LIVE SYSTEM

I, \_\_\_\_\_, do hereby swear or affirm that I am a member in good standing of the bar of the State of \_\_\_\_\_ and am admitted to practice in the Southern or Eastern District of New York or am requesting a password in order to submit a Motion for *Pro Hac Vice* Admission to Practice. (The forms for a motion and accompanying order may be found on the Court's web site: [www.nysb.uscourts.gov](http://www.nysb.uscourts.gov).) By submitting this application and receiving a password, I agree to adhere to the Court's order authorizing electronic case filing, any supplements and/or amendments thereto and the rules promulgated for the court's Electronic Case File System. As a condition for receiving a password, I am providing the following information.

Last 4 Digits of Social Security # OR Bar ID #\*: \_\_\_\_\_

(\*Issued by the District or State Court in which you are admitted to practice.)

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

Firm Tax ID #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

E-Mail Address for Service: \_\_\_\_\_

I have read and understand the following:

1. I will employ the Electronic Case File System for cases filed in the United States Bankruptcy Court for the Southern District of New York.
2. I will meet all hardware and software requirements promulgated by the Court for system use. I understand that the current minimum requirements for filing documents are: a personal computer running a standard platform (Windows, Mac OS, Linux), an Internet provider, either Netscape (4.6x, 4.7x, 7 or higher) or Internet Explorer (5.5 or higher), Adobe Acrobat Exchange 3.01 or higher (to convert word processor format documents to portable document format (.pdf)) and a document scanner.
3. Each use of my password for filing documents will meet the requirements of Federal Rule of Civil Procedure 11, Federal Rule of Bankruptcy Procedure 9011 and Local Federal Rule of Bankruptcy Procedure 9011-1.
4. The use of my password constitutes my signature on the document being submitted. If I

submit a document for another party, it is my responsibility to maintain a copy of that document bearing the signer's signature in my records.

5. Inasmuch as the combination of my identification with my password constitutes my signature, I agree to protect and secure the confidentiality of my password. If I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the court in writing and to immediately inform the court of any change in my firm affiliation, address, telephone, fax or e-mail addresses and to update my personal profile in accordance with General Order # 295.
6. The issuance of a password to me constitutes a waiver of conventional service pursuant to the court's General Order # 242. I agree to accept a Notice of electronic filing by hand, facsimile, first class mail or authorized e-mail in lieu of conventional service and I will endeavor to use the automatic e-mail notification feature of the Electronic Case File System whenever feasible.
7. Notwithstanding #6 herein, with respect to service of documents filed electronically which require service to be made on the United States and its agencies, corporations or officers, I will fully comply with Rules 2002(j) and 7004(b)(4), (5) and (6) of the Federal Rules of Bankruptcy Procedure and Rule 4(i) and (j) of the Federal Rules of Civil Procedure.
8. General Order #242 Re: Electronic Case Filing Procedures, states that if documents being submitted electronically have lengthy exhibits, the filing of relevant excerpts of the exhibits is preferred and permitted without prejudice to the filer's right to file additional excerpts or the complete exhibit with the Court at any time.
9. I will promptly pay all filing fees via the Internet or to the Clerk's Office in accordance with 28 U.S.C. §1930 and/or any other applicable provisions, including, if applicable, the fee due upon the signing of an order to appear *pro hac vice*.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Attorney Applicant Signature

State of \_\_\_\_\_:)

\_\_\_\_\_)

:ss.:

County of \_\_\_\_\_:)

Sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public

G I consent to delivery of my login and password to:

e-mail address: \_\_\_\_\_

**G** Mail my login and password to me in the attached self-addressed, postage-paid envelope.

**Return this application to:**

**MIS Department  
Attn: ECF Registration  
United States Bankruptcy Court  
One Bowling Green  
New York, NY 10004-1408**