

**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA**

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM**

This form will be used to register for an account on the District Court's Case Management / Electronic Case File (CM/ECF) system. Registered attorneys will have privileges to electronically submit documents, to receive electronic notice of documents filed, and to view and retrieve electronic docket sheets and documents in the CM/ECF system. By submitting this registration form, the undersigned agrees to abide by the requirements stated herein.

This is a pre-registration only. Attorneys will be notified of their login and password upon completion of a required training program. Training sessions will be scheduled in the near future and all attorneys who pre-register will be notified when and where the training will be held.

The following information is required for registration:

First/Middle/Last Name: _____

Firm Name: _____

Firm Address: _____

Voice Telephone Number: _____

Fax Number: _____

Internet E-Mail Address: _____

Additional E-Mail Addresses: _____

Last 4 digits of your Social Security No: _____
(Will be used in your Login ID)

Attorney Bar Information:

- I am a current member of the bar of the U. S. District Court for the District of South Dakota and consent to file electronically and to receive notice electronically. I further consent to receive notice electronically until trained.
- I am a current member of the bar of the U. S. District Court for the District of South Dakota and consent to receive notice electronically but choose not to file electronically at this time. (I understand that training will be required in the event I decide to use the e-filing component of the system).
- I have been admitted Pro Hac Vice
Case Name and Number: _____

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

- This system is for use only in the U. S. District Court for the District of South Dakota and will be used to electronically submit documents, to receive electronic notice of documents and to view and retrieve electronic documents, docket sheets and notices.
- The use of the attorney's login and password constitute that attorney's *signature* pursuant to Federal Rules of Civil Procedure 11 on all submissions made to the system and must appear as:

/s/ Jane Doe

Attorneys attest that the paper version of an electronically filed document(s) is an exact copy of the printed version and that no changes, alterations or other modifications have been made with the sole exception that the paper version will contain original signatures.

- Attorneys must protect and secure the password issued by the court. If there is any reason to suspect that the password has been compromised in any way, such as a resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney to immediately notify the Clerk's Office. The Clerk's Office will immediately delete the password from the electronic filing system and issue a new password.
- Registration constitutes an attorney's consent to service by electronic means as substitute for service pursuant to Federal Rules of Civil Procedure 5.
- **A PACER Service account is mandatory. The Judicial Conference of the United States has recently approved a schedule of fees to be charged for selected electronic records access requests by users of the CM/ECF system. This requires a PACER account *in addition to but separate from* the CM/ECF registration. If you have not yet received a PACER account, contact the PACER Service Center at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at 1-800-676-6856 or 210-301-6440.**

- **All attorneys must ensure that their email address(s) are correct at all times and that their mail boxes are of sufficient size to allow for the successful delivery of electronic notices from the CM/ECF system. Failure to do so will result in the return of electronic notices to the court. The court will make one attempt to contact the attorney regarding any returned electronic notices but we cannot guarantee that we will be able to resend the failed emails. The clerks office will not be held responsible for emails that fail to reach the attorney under these circumstances. It is strongly recommended that the attorney monitor his or her cases on a regular basis.**

- At this time, the requirements for filing, viewing and retrieving case documents are:
 - (1) A computer running a Windows or Macintosh operating system
 - (2) Software to convert documents from a word processor format to portable document format (PDF)
 - (3) A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word
 - (4) Internet access supporting a transfer rate of 28.8 kbs or higher
 - (5) Browser software (Internet Explorer 6.0 and 7.0 or Firefox 1.5 and 2.0). The browser must be Java-Script-enabled.
 - (6) Access to a scanner to image document you did not produce or create (optional)

- The undersigned attorney agrees to abide by the most recent General Orders, Administrative Procedures for Electronic Case Filing and all technical and procedural requirements as set forth.

Attorney Signature

Date

Please return to:

Clerk's Office, U. S. District Court
District of South Dakota
400 S. Phillips Ave., Rm. 128
Sioux Falls, SD 57104