

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

**Electronic Case Filing (ECF) User Registration Form**

An ECF user is able to electronically file documents and receive a Notice of Electronic Filing (NEF) of documents filed in ECF. The following information is required for registration:

Name: \_\_\_\_\_  
(First) (Middle - Optional) (Last)

Last 4 digits of SS#: \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

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

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

FAX Number: \_\_\_\_\_

Primary E-mail Address: \_\_\_\_\_

You may designate up to three (3) Secondary E-mail Address(es) to receive a copy of each NEF sent to your Primary E-mail Address (above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ECF logins are issued in accordance with the requirements of the ECF Administration Procedures Manual. Indicate your qualifying status and provide the additional information necessary for verification purposes:

- I am admitted to practice to the bar of the Northern District of Texas (Bar Number: \_\_\_\_\_);
- I am admitted to appear *pro hac vice* in a case in this court (Case Number: \_\_\_\_\_);
- I am appearing in an MDL case in this court (Case Number: \_\_\_\_\_);
- I am a licensed attorney requesting a login to be able to electronically file a *pro hac vice* application (state admitted to practice: \_\_\_\_\_ State Bar Number: \_\_\_\_\_); or
- I am a *pro se* party in a civil case (Civil Case Number: \_\_\_\_\_).

**I consent under Fed. R. Civ. P. 5(b) to accept service electronically via my Primary or Secondary E-mail Address(es).**

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

**You may fax this form to 214-753-2266 (a cover sheet is not required) or mail it to  
U.S. District Court, Attn: Attorney Admissions Clerk, 1100 Commerce Street, Room 1452, Dallas, TX 75242.**