

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

ECF Registration Instructions

1. Review the [Local Rules](#) and [ECF Administrative Procedures Manual](#).
2. Complete the [electronic](#) User Registration Form; alternatively, you may complete a [paper](#) User Registration Form and mail or fax it to the Clerk's Office at:

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

3. Upon receipt of a completed User Registration Form, the clerk's office will email an ECF login to the address you noted in the registration form after verifying that you are one of the following:
 - A. admitted to practice to the bar of the Northern District of Texas,
 - B. admitted to appear *pro hac vice* in a case in this court,
 - C. a licensed attorney appearing in a MDL case in this court,
 - D. a licensed attorney requesting a login to be able to electronically file a *pro hac vice* application, or
 - E. a non-prisoner *pro se* party in a civil case.
4. When you receive your login, follow the [Maintaining Your Account](#) procedures to change your password from the one issued to you by the Clerk. You may also change your login if desired. Use the same instructions to change your login/password at any time.
5. You may use the [Forgot Your ECF Password?](#) software to automatically receive a new password.