

United States District and Bankruptcy Courts  
Western District of Missouri

Case Management/Electronic Case Files  
Attorney/Participant Registration Form

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys and other participants will have privileges to electronically submit documents and to receive electronic notice of documents filed in the Western District of Missouri CM/ECF system in those cases in which the registered user is a participant.

**NOTE: This is a restricted Web site** for official court business only. Unauthorized entry or use or any use that attempts to circumvent access controls or the **PACER** billing processes is prohibited and subject to prosecution under Title 18 of the U. S. Code. All activities and access attempts are logged and any prohibited actions may result in immediate withdrawal of access privileges, referral for prosecution and permanent suspension of filing and use privileges in any court of the Western District of Missouri.

The following information is required for registration:

First/Middle/Last Name: \_\_\_\_\_

Last Four Digits of Social Security Number: \_\_\_\_\_

Attorney Bar #: \_\_\_\_\_ State: \_\_\_\_\_

Firm/Company Name: \_\_\_\_\_

Firm/Company Address: \_\_\_\_\_

Firm/Company City, State and Zip: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Registration Type

- District:**  Regular Admission  
 Pro Hac Vice  
           Case No. \_\_\_\_\_  
 Multidistrict Litigation  
           Case No. \_\_\_\_\_  
 Pro Se Litigant  
           Case No. \_\_\_\_\_

**Bankruptcy:**

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

1. This system is for use only in cases permitted by the U.S. Courts for the Western District of Missouri. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer running a standard platform such as Windows or Macintosh, an Internet provider using Point to Point Protocol (PPP), Internet Explorer 5.5 or higher or Mozilla Firefox 2.0, and Adobe Acrobat Writer software to convert documents from a word processor format to a portable document format (PDF).

3. Pursuant to Federal Rule of Civil Procedure 11, Every pleading, motion, and other paper (except list, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney/participant should change the password immediately.
4. It is YOUR responsibility to keep your contact information current. If you relocate and/or change email addresses, it is imperative that those changes be made to your User Account.
5. An attorney's/participant's registration will constitute a waiver in law of conventional service of documents. The attorney/participant agrees that the CM/ECF-generated notice of electronic service will constitute service of the electronic filing on behalf of the client.
6. The undersigned attorney agrees to abide by the Court's most recent General Orders, Administrative Procedures for Electronic Case Filing Manual and all technical and procedural requirements set forth therein, to include any updates or amendments.

Please return to **ONE** of the following District Court Offices:

U.S. District Court  
1400 U.S. Courthouse  
222 John Q. Hammons Parkway  
Springfield, MO 65806

U.S. District Court  
Charles Whittaker Courthouse  
400 E. 9th Street  
Kansas City, MO 64106

U.S. District Court  
80 Lafayette Street  
Jefferson City, MO 65101

If for Bankruptcy Court Only, please return to:

U.S. Bankruptcy Court  
Western District of Missouri  
Attn: Christi Revis, Case Administrator  
400 East 9<sup>th</sup> Street, Room 1510  
Kansas City Missouri 64106

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

\_\_\_\_\_  
Initial of First and Last Name/Last 4 Digits of SS#

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
My Commission Expires