

Registration Form - ATTORNEY FOR CREDITOR OR OTHER PARTIES (Not Bky Case Opening)

Details about the training process - Complete this form and within two business days, you will receive a CM/ECF training account and test filing instructions via e-mail, unless you are an experienced user. We will be watching for your test filings. Once you have successfully completed the test filings required, a CM/ECF live account will be issued within two days.

PLEASE PLAN AHEAD! While we do our best to handle your request expeditiously, we receive many requests each day and try to respond to them in the order received.

First Name	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name	<input type="text"/>
Law Firm	<input type="text"/>			Bar ID	<input type="text"/>
Address	<input type="text"/>			Secondary e-mail	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Primary e-mail	<input type="text"/>			Secondary e-mail	<input type="text"/>
Name of person preparing this form and test filings	<input type="text"/>			Phone	<input type="text"/>

Send notice of electronic filing for each filing (NEF)

Send a Daily Summary Report (one e-mail per day only)

Format: My email provider only allows text formatted e-mail and does not allow web based html format

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases.

I am not admitted with the **U.S. District Court for the District of Minnesota** and I plan to request admission pro hac vice in each bankruptcy case I plan to appear. See [Admission to Practice](#).

I am currently admitted with the **U.S. District Court for the District of Minnesota** with my current law firm and contact information.

Experience with CM/ECF
A filer with experience using CM/ECF in other districts and knowledge of the rules and procedures governing electronic filing in the **U.S. Bankruptcy Court for the District of Minnesota** may register by selecting this option and submitting a test document for our review.

Step 1 - Save this registration form as the attorney's name to your PC (**Last,First.pdf**).
Step 2 - Prepare a test document of a complete "**Motion for relief from stay**" with all required documents. Save the test document as the attorney's name and include the word "**Motion**" (**Last,First-MOTION.pdf**). The test document must include a signed signature page, which is scanned and inserted into the main PDF document, which was converted to PDF from a word processor. For training details, review the filing instructions on the court's web site at www.mnb.uscourts.gov/test-filing-attorney-creditor-or-other-party
Step 3 - Send the registration form and test document to register@mnb.uscourts.gov

No experience with CM/ECF - You will receive a CM/ECF training account and test filing instructions via e-mail to all addresses listed. We will be watching for your test filings.
Save the registration form as the attorney's name (**Last,First.pdf**) and send to register@mnb.uscourts.gov.

I understand the proposed order should be the final page of the PDF file.

I understand I need to have PDF software that combines PDF documents converted from a word processor with scanned PDF documents.

I understand word processed documents should not be scanned, but converted to PDF. **Only exhibits or signature pages should be scanned.**

I understand all documents must be filed as a single PDF file, except if the documents or any exhibits exceed 4 megabytes.

I understand "Pen-in-hand" signatures are not required for ECF-certified attorneys and their staff. **Example: /e/ Jane L. Smith**

I understand hearing dates for motions must be obtained from the calendar clerk and entered into notice of motion before filing.

I understand the automatic e-mail notification sent by CM/ECF constitutes service.

For more information about filing, refer to the **Filing Guidance** tab on the court's website at www.mnb.uscourts.gov.