

Registration Form - Non-Attorney Filer

Please note: If you only wish to file a claim, a claim supplement and/or a withdrawal a claim, do not complete this registration form, use the **Electronic Proof of Claim filing** (ePOC) option on the court's website at www.mnb.uscourts.gov.

This form is to be used by a **creditor, party in interest, healthcare ombudsman, auditor or personal financial management course provider** to register for limited filing privileges to electronically file documents using the CM/ECF System in the U.S. Bankruptcy Court for the District of Minnesota. The limited filer may only perform specified transactions, as specified in paragraph 2 of this form.

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

User type: Creditor Party in interest Healthcare ombudsman Auditor Personal financial management course provider

Full name of person on behalf of firm or company <input type="text"/>					
Firm or company name: <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"/>	Secondary e-mail <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"/>	
<input type="radio"/> Send notice of electronic filing for each filing (NEF)			<input type="radio"/> Send a Daily Summary Report (one e-mail per day only)		
<input type="checkbox"/> Format: My email provider only allows text formatted e-mail and does not allow web based html format					
<input type="checkbox"/> Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases.					

Select one:

<input type="radio"/>	<p>QUICK Registration for experienced users of CM/ECF - I am experienced with CM/ECF and I am registered as a Limited Filer in other courts. Please prepare and send a CM/ECF live account. Save the completed registration form as the users's name (Last,First.pdf) and send to register@mnb.uscourts.gov.</p>												
<input type="radio"/>	<p>STANDARD Registration for Limited Filer - I need to file proof of claims and other documents.</p> <p>Step 1 - Complete this form and save to your PC to use as your test PDF document (Proof of claim or other test document).</p> <p>Step 2 - Log into the CM/ECF training database to file the document using test case: 12-50015 Copy and paste this address to your browser to log into CM/ECF: https://ecf-train.mnb.uscourts.gov/cgi-bin/login.pl Login: register Password: Training!</p> <p>Step 3 - Select the type of test documents you will file.</p> <table border="0"><tr><td><input type="checkbox"/> Proof of claim</td><td><input type="checkbox"/> Reaffirmation</td><td><input type="checkbox"/> Request for notice (PACER fee)</td></tr><tr><td><input type="checkbox"/> Amended Proof of claim</td><td><input type="checkbox"/> Notice of mortgage payment change</td><td><input type="checkbox"/> Withdrawal of notice of payment</td></tr><tr><td><input type="checkbox"/> Transfer/Withdrawal claim</td><td><input type="checkbox"/> Certificate/Financial Management</td><td><input type="checkbox"/> Auditor report</td></tr><tr><td><input type="checkbox"/> Motion objecting to claim</td><td><input type="checkbox"/> Response to notice</td><td><input type="checkbox"/> Ombudsman report</td></tr></table> <p>Step 4 - Once we receive your document (registration form) we will prepare a CM/ECF live account.</p> <p>For more detailed instructions, copy and paste this address to your browser: http://www.mnb.uscourts.gov/test-filing-non-attorneys</p>	<input type="checkbox"/> Proof of claim	<input type="checkbox"/> Reaffirmation	<input type="checkbox"/> Request for notice (PACER fee)	<input type="checkbox"/> Amended Proof of claim	<input type="checkbox"/> Notice of mortgage payment change	<input type="checkbox"/> Withdrawal of notice of payment	<input type="checkbox"/> Transfer/Withdrawal claim	<input type="checkbox"/> Certificate/Financial Management	<input type="checkbox"/> Auditor report	<input type="checkbox"/> Motion objecting to claim	<input type="checkbox"/> Response to notice	<input type="checkbox"/> Ombudsman report
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<input type="checkbox"/> Motion objecting to claim	<input type="checkbox"/> Response to notice	<input type="checkbox"/> Ombudsman report											

1. I, the limited filer, agree that a filing made with my judiciary login and password constitutes my signature for all purposes, including the Federal Rules of Bankruptcy Procedure and the local rules of the court, and shall have the same force and effect as if I had affixed my signature on a paper document being filed. Signatures will be indicated by "/e/" and the typed name of the person signing in the following format: "/e/ Jane Smith" on the signature line.

2. I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court. I understand that a limited filer's privileges are narrow in scope. I will only use CM/ECF to electronically file the following: **Proof of claim, transfer of claim, withdrawal of claim, motion for objection to claim, notice of mortgage payment change, notice of post petition fees, response to notice of final cure payment, reaffirmation agreement, audit report and personal financial management course certificate.** The court reserves the right to modify these options or add additional options as deemed necessary.

3. I must pay any fees incurred for transactions made in CM/ECF in accordance with 28 U.S.C. § 1930 and the Bankruptcy Miscellaneous Fee Schedule.

4. I agree to protect the security of my password.

5. I will change my password through my CM/ECF account if I suspect it has been compromised and immediately notify the court.

6. I agree to maintain my contact information (e.g., email address, mailing address, telephone number(s), and facsimile number). All changes will be made through my CM/ECF account.

7. I agree to comply with the redaction requirements, pursuant to Fed. R. Bankr. P. 9037. I understand that filers, and not the court, are solely responsible for redacting documents.

8. I understand that using my limited filer privileges to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filer privileges. The limited filer account is intended to perform specified transactions, as set forth in paragraph 2. In order to view and retrieve electronic docket sheets and documents available on CM/ECF, I will use PACER or the courts' Really Simple Syndication (RSS) feed. [Note: A PACER login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at <http://pacер.psc.uscourts.gov>. For assistance, call 1-800-676-6856.]

9. If the court determines that limited filers may receive service/notice electronically, then I expressly consent to service and notice by electronic means from the court and other filing users in all cases, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004, a motion initiating a contested matter under Fed. R. Bankr. P. 9014, or a subpoena under Fed. R. Bankr. P. 9016.

10. By contacting the court, I may request to terminate my status as a limited filer at any time. If I cease to be an employee or agent of an entity on whose behalf documents are being electronically filed, or for any other reason cease to be authorized to file electronically on behalf of said entity, I will promptly contact the court and request to terminate my filing privileges.

11. I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.

12. At any time without advance notice, the court may, *sua sponte*, terminate my account for any reason and require future documents to be filed conventionally or in any other format specified by the court

13. If the terms and conditions change, information regarding the changes will be posted at: www.mnb.uscourts.gov. I understand that it is my responsibility as the limited filer to read any posted changes. Continued use of my CM/ECF account following any posted changes means that I accept and agree to the changes.

I certify under penalty of perjury that the information I am submitting to register for electronic filing is true and correct. I acknowledge that I have read and agree to the terms and conditions above.

Dated

Registrant Sign /e/