

ELECTRONIC CASE FILING SYSTEM (ECF) REGISTRATION FORM

First Name: _____ M.I.: _____ Last Name: _____

Firm/Business Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

State Bar Number: _____

CM/ECF automatically provides a Notice of Electronic Filing to parties in the case. Parties who are not ECF participants must serve filings on all other parties. The NEF constitutes service of process under the Rules of Criminal and Civil Procedures.

Primary e-mail address: _____

Additional e-mail address(es): _____

I would like ECF e-mail to be sent:

- With each new filing
- At the end of each day (Daily Summary Report)
- I do not wish to receive e-mail notification from the ECF system.

E-mail format:

- html format for Netscape or ISP e-mail service
- text format for cc:Mail, GroupWise, other e-mail service

I hereby certify that I understand and agree that any documents filed electronically using my profile will be ascribed to me. I also acknowledge that the use of the participant's login and password constitute that participant's signature pursuant to Federal and Local Rules on all entries to CM/ECF. Signatures on documents should conform to the Administrative Procedures, i.e. appear as "/s/ John Doe" on any document filed or be a scanned image of the document with the original signature on it.

Date: _____

Printed or typed name of applicant

Signature

For the quickest response, send completed registration form to:

ECFRegistration@wvnd.uscourts.gov

If it is not possible to email the form, it can also be mailed or faxed to:

US District Court
CM/ECF Registrations
PO Box 2857
Clarksburg WV 26302-2857
Fax: (304) 623-4551