

**U.S. District Court  
Middle District of Louisiana**

**CM/ECF Username and Password Registration Form (WEB FORM2)**

***Pursuant to General Order 2006-10, electronic case filing shall be mandatory in the United States District Court for the Middle District of Louisiana effective March 1, 2007 for all attorneys. All documents filed with the court must be filed using the Electronic Case Filing System (ECF System), unless otherwise exempt pursuant to the Administrative Procedures governing ECF, the Local Rules, and/or court orders.***

This form is used to obtain a user name and password for the Middle District of Louisiana's Case Management / Electronic Case Filing system (CM/ECF) for the purpose of electronically filing documents. Registered attorneys and other participants will have privileges to electronically file documents as well as to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system.

By signing and submitting this form, I certify that I have read, understand and will abide by all administrative policies and procedures pertaining to CM/ECF. I also consent to receive notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's electronic filing system and consent to receive service from other filing users by the Notice of Electronic Filing generated by the Court's electronic filing system. I understand the combination of user id and password will serve as the signature of the attorney filing the documents pursuant to Fed.R.Civ.P. 11. I agree to protect the security of my password and immediately notify the court if my password has been compromised.

- I will keep informed of current procedures and future procedures posted on the court's web site at <http://www.lamd.uscourts.gov/case-info/cm-ecf-case-info>.
- I certify I have a PACER account for viewing documents on the system, appropriate computer hardware, internet access, and software, necessary for ECF filing, including hardware / software that will convert documents that I create into Portable Document Format (PDF) as required by the Court.
- **I acknowledge it is my responsibility to understand how to electronically file via the CM/ECF system.** If necessary, I will obtain CM/ECF training via the court's online tutorial at <http://www.lamd.uscourts.gov/demonstrations>.

Name:	
Firm:	
Address 1:	
Address 2:	
City, State, Zip:	
Telephone:	
Primary Email Address:	
Secondary courtesy email addresses for noticing (secs, paralegals, etc) *No more than 3*:	
La. Sup. Ct. Bar No. or indicate Pro Hac Vice and case number	

Signature

Date

**FAX signed form to 225-389-3550 (no cover sheet required)**