

**United States District Court
for the District of Puerto Rico**

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM**

(PLEASE TYPE)

This form shall be used to register for accounts on the Courts' Case Management/Electronic Files (CM/ECF) systems. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for all civil and criminal cases in the CM/ECF systems. Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the District of Puerto Rico or be admitted pro hac vice for a specific case pursuant to Local Rule 83.1. The following information is required for registration:

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Attorney Federal Bar # (District of Puerto Rico): _____

If admitted pro hac vice, date motion pro hac vice granted: _____, for Case No. _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet ECF E-Mail Address: _____

Additional E-Mail Address: _____

Does your E-mail Software support *HTML (Hyper Text Markup Language) messages?

Yes _____ No _____

(*Note: Some e-mail software - like Microsoft Outlook, Microsoft Outlook Express & Lotus Notes -can display messages with special text formatting & graphics as Internet pages. Select "No" if you prefer to receive e-mails in plain text.)

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

1. The systems are for use only in cases designated by the U.S. District Court for the District of Puerto Rico. The systems may be used to file and view electronic documents, view docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney/participant's password issued by the Court combined with

the user's identification (login), 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, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the Court. The Court will immediately delete the password from the electronic filing system and issue a new password.

3. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion and other paper 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. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11.
4. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D); (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in the applicable Standing Order.
5. A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the Court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
6. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent Standing Order, Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return to: Clerk's Office
U.S. District Court
for the District of Puerto Rico
Attn: ECF Attorney Registration
Rm 150 Federal Building
150 Chardon Avenue
Hato Rey, P.R. 00918-1767

Date

Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk by regular, first-class mail. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

Firm Address: _____
