

**IN THE DISTRICT COURT OF THE VIRGIN ISLANDS
BANKRUPTCY DIVISION
FOR THE DISTRICT OF THE VIRGIN ISLANDS**

ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM

(PLEASE TYPE)

This form shall be used to register for accounts on the Court's Electronic Case Filing System ("ECFS"). Registered attorneys and other participants will have privileges both to electronically submitted documents and to view and retrieve electronic docket sheets and documents as available for all bankruptcy cases in the ECFS. Attorneys seeking to file documents electronically must be a member in good standing of the V. I. Bar Association and admitted to practice in the District Court of the Virgin Islands., or be admitted pro hac vice for a specific case pursuant to LRCi 83.1 (3) of the District Court of the Virgin Islands. Note: In order to view and retrieve electronic docket sheets and documents available on the System, a PACER login and password from the PACER Service Center must be separately obtained.

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: ***-**-_____

V. I. Bar Association Number: _____

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

Firm's Name: _____

Firm's Mailing 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) Message *?

Yes ☐

No ☐

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

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

1. The ECFS is for use only in cases designated by the District Court of the Virgin Islands - Bankruptcy Division. The ECFS may be used to file and view electronic documents, view docket sheets and notices.
2. Each attorney desiring to file pleadings or other paper electronically must complete and sign and Attorney Registration Form. An attorney/participant's password issued by the Court combined with the user's identification (log-in), serve 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 the 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 form the ECFS and issue a new password.
3. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper shall be signed by at least one attorney of record or - if the party is not represented by any attorney - all papers shall be signed by at least one party. The electronic filing of a petition, motion, or other paper by an attorney who is a registered participant in the ECFS shall constitute the signature of that attorney under Federal Rule Of Bankruptcy Procedure 9011.
4. Registration as Filing User constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; and (2) waiver of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004. This waiver of service and notice by first class mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022. Notice by electronic means is effected as set forth in the applicable Electronic Case Filing Procedures(General Order #6) for Filing, Signing, and Verifying Pleadings by Electronic Means ("ECFS Administrative Procedures").
5. A Filing User accesses Court's information via the Court's internet site or through Public Access to Court Electronic Records ("PACER") Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to case filing documents occurs through PACER. A PACER login is required, in addition to the login and password issued by the Court. To register for PACER, a Filing User must complete the online form or submit a registration as instructed online, available on the PACER website (<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 ECFS Administrative Procedures in the future.

Please return to:

Clerk of the District Court of the Virgin Islands
Bankruptcy Division
Attn: ECF Attorney Registration
5500 Veterans Drive, Ste. 310
St. Thomas, V. I. 00802-6424

Date

Attorney/ Participant Signature

Your login and password will be sent to you by the Office of the Clerk via your email address.