

District Court of the Virgin Islands
Divisions of St. Thomas/St. John and St. Croix



***PRO SE* ECF REGISTRATION FORM**

This form shall be used by *Pro Se* Litigants to register for an account on the District Court of the Virgin Islands Electronic Filing System. Registered *Pro Se* filers will have the privilege to electronically submit documents and/or to receive notice of electronic filing (NEF) for their cases designated in the Electronic Case Filing System (ECF).

The following information is required for registration:

- ☐ ECF Filer (File documents and receive ECF notifications).
- ☐ I _____ hereby certify that I have attended CM/ECF training at the United States District/Bankruptcy (circle one) Court, for the District of _____ on or about the date of _____.
- ☐ I certify that I understand how to use the CM/ECF system and that I have read all court rules and procedures regarding CM/ECF. I authorize the Clerk's Office to contact me by mail or email to inform me of my login and password.

By submitting this printed and signed form, the undersigned agrees to abide by all the Court rules, orders, policies and procedures governing the use of the electronic filing system. The undersigned also consents to service by electronic means in the circumstances permitted under those rules, orders, policies and procedures. The undersigned agrees that the combination of user ID and password will serve as his or her signature for filing documents pursuant to Rule 11 of Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedures and the Local Rules of this court. The undersigned agrees to protect the security of his/her password and immediately notify the Clerk of Court if there is suspicion of the password being compromised. The undersigned further agrees to promptly notify the Clerk of Court if there is a change in personal data, such as name, email address, address, telephone number, etc. The undersigned also agrees that if, during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the Clerk of Court to terminate the party's registration as a Filing User upon the attorney's appearance.

Date: _____

Pro Se Litigant Signature