

**United States Bankruptcy Court  
Western District of Texas  
ELECTRONIC CASE FILING (ECF) SYSTEM  
Attorney User Agreement**

**By submitting this registration form, participant agrees to the following:**

1. This ECF System is used to file and view electronic documents, docket sheets and notices in the U. S. Bankruptcy Court for the Western District of Texas. **NOTE: This is a restricted Web site for official court business only.** Unauthorized entry or use or any use that attempts to circumvent access controls of the PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Any prohibited activities or usage may result in immediate withdrawal of access privileges, referral for prosecution and /or permanent suspension of filing and use privileges in this Bankruptcy Court.
2. Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motions, and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to participant identifies that participant to the Court each time participant logs on to the ECF system. The use of participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password. Therefore, participant must protect and secure the password issued by the Court.
3. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately.
4. Participant agrees to maintain a current and active e-mail address to receive notification from the ECF system. Participant also agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.

5. Except as otherwise set forth in the Administrative Procedures for the Filing Signing and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts, or as otherwise ordered by the Authorizing Court, documents which contain the original signature of any party other than the Electronic Filer, other than a Declaration for Electronic Filing, shall be retained by the Electronic Filer for a period of not less than five (5) years after the case or adversary proceeding is closed and, upon request, such original document must be provided to the Court or other parties for review.
6. Participant agrees that registration for the use of the ECF system constitutes: (1) written 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) and Federal Rule of Bankruptcy Procedure 7005; (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) and Federal Rule of Bankruptcy Procedure 7005, 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 under Federal Rule of Bankruptcy Procedure 9022. Notice by electronic means is complete as contemplated by Federal Rule of Bankruptcy Procedure 9036.
7. Participant will file documents using the Court's ECF system. However, to simply view information on a specific case, participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER login is required in addition to the ECF system password issued by the Court. To register for a PACER participant must submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
8. Participant agrees to abide by the local rules and procedures of the U. S. Bankruptcy Court for the Western District of Texas concerning the use of the ECF system. The Court's rules and procedures can be located on the Court's website at [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov).