

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO
ELECTRONIC CASE FILING SYSTEM**

PROFESSIONAL PERSONS REGISTRATION FORM AND USER AGREEMENT

This form shall be used by professional persons appointed by the court pursuant to 11 U.S.C. §§ 327, 332, and 333 to register for an account on the Court’s Electronic Case Filing (ECF) System (hereafter “System”) for the purpose of filing documents associated with their services to attorneys and trustees. This form is not appropriate for law office staff who are not attorneys; in such cases the attorney may submit the Attorney Registration Form and User Agreement – Second Login, and receive a second login allowing law office staff to file documents using the attorney’s login.

The following information is required for registration:

First/Middle/Last Name: _____

Attorney Registration Number (if applicable): _____

Firm/Company Name: _____

Address: _____

City, State, and Zip Code: _____

County: _____

Phone Number: _____

FAX Number: _____

E-Mail Address: _____

Profession: Please check all applicable professions:

- Accountant Appraiser Auctioneer Auditor Ombudsman
 Other _____

In order to qualify for an account on the System, a “professional person” who is registering to receive a login must certify that he/she meets one of the following conditions:

A. Professional Person with ECF Experience:

- I am presently registered as an ECF participant in another United States Bankruptcy Court. Please indicate other bankruptcy court(s):**

or:

- I have read the [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#) developed by the United States Bankruptcy Court for the Northern District of Ohio.**

B. New “Professional Person” Registrants:

Prospective users with professional person designation who do not already have ECF experience in another bankruptcy court must participate in ECF training conducted by this Court. Please indicate the office at which training is requested:

- Akron* *Cleveland* *Youngstown*
 Canton *Toledo*

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

1. If ECF training is to be provided, the prerequisites for training will have been satisfied prior to training. The prerequisites are basic personal computer skills, including a working knowledge of the Internet, browser usage, e-mail usage, and scanning.
2. The System is for use only in cases permitted by the United States Bankruptcy Court for the Northern District of Ohio. It may be used only to file events designated for submission by professional persons electronically, and view electronic documents and docket sheets.
3. At this time, the requirements for filing, viewing, and retrieving case documents are:
 - a device (such as a PC) with an Internet connection of at least 56K (a higher speed connection such as DSL or cable is recommended)
 - software that can view and create PDF files
 - a scanner and scanner software (if any documents to be filed need to be converted into electronic format)
 - the Mozilla Firefox browser (software version 2.x or newer) or the Microsoft Internet Explorer browser (software version 5.5 or newer)¹.
4. The provisions of the Court’s [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#), as it may be modified from time to time, are incorporated by reference into this agreement to the extent that such provisions apply to “professional persons.”
5. A registered user is responsible and liable for any documents submitted electronically to the System by means of the user’s login and password.
6. A registered user’s System eligibility may be restricted or revoked for any of the following reasons:
 - knowingly permitting his/her System password to be utilized by anyone who is not authorized to utilize the password
 - filing documents on behalf of someone who is not a registered user
 - failing to comply with any of his/her other obligations set forth in this agreement.

I accept the above rules and requirements. (To submit, you must check this box.)

Submit via Email

**Print for Submission via Fax
(216) 615-4364**

¹ The United States Courts do not endorse commercial products. When competing Internet browsers develop the full ability to file and download pleadings from this system, they can be utilized.