

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM
PLEASE TYPE**

This form shall be used to register for accounts on the court's CASE MANAGEMENT/ELECTRONIC FILES (CM/ECF) systems in the United States District Court for the Southern District of Iowa. 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 cases assigned to the CM/ECF systems. The following information is required for registration:

First/Middle/Last Name:

Last Four Digits of Social Security Number:

Firm Name: _____

Firm Address:

Voice Phone Number:

FAX Phone Number:

Internet E-Mail Address:

Additional E-Mail Address:

Does your E-mail Software support HTML messages? Yes _____ No _____

Do you currently have a login for CM/ECF for the Northern District of Iowa? Yes No

If you currently have a login and wish to use the same login id and password in the Southern District, please list the login here:

Secondary Point of Contact: (Person to be contacted if something is filed erroneously)

First/Middle/Last Name:

Voice Phone Number:

Internet E-Mail Address:

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. Courts for the Southern District of Iowa. The systems may be used to file and view electronic documents, 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 notify the court immediately. 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 any order or judgment.
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 Administrative 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: U.S. Courts
 Southern District of Iowa
 Attn: ECF Attorney Registration
 P.O. Box 9344
 Des Moines, IA 50309-9344

Date

Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk via email to your email address. It is your responsibility to login and change your password within 5 days of it being sent.

COURT USE ONLY:

Login Assigned	
Password Assigned	
Issuer	
Date test email sent	
Date reply returned	
Date login sent to user	
Date Scanned	

**United States District Court
Southern District of Iowa
Credit Card Authorization Form**

INSTRUCTIONS: Please type or print. Mail completed and signed form to:
U.S. District Court, P. O. Box 9344, Des Moines, IA 50306-9344.

Firm / Company: _____

Phone number: _____

Credit Card Type: VISA MasterCard Discover American Express

Card Holder Name: _____

Credit Card Number: - - - -

Expiration Date: __ __ / __ __ (MM/YY)

Credit Card Statement _____

Mailing Address: (Street address or P.O. Box)

(Please be sure to list the address that the credit card company is sending your statements to.)
_____, Zip: _____
(City, State & Zip)

I acknowledge that the above information is accurate and that I am an authorized signer of the account. I hereby authorize the United States District Court for the Southern District of Iowa to charge the above credit card account court filing fees incurred by our firm or company.

Date: _____
Signature

Print Name

This form, which will be kept on file in the Clerk's Office, shall remain in effect until specifically revoked in writing. It is the responsibility of the attorney/firm named above to notify the Clerk's Office of the new expiration date when a credit card has been renewed, or if a card has been canceled or revoked.