

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF IOWA**

**ELECTRONIC CASE FILING SYSTEM
COURT REPORTER/TRANSCRIBER REGISTRATION FORM
(PLEASE TYPE)**

This form shall be used to register for accounts on the court's Case Management/Electronic Files (CM/ECF) system in the United States District Court for the Southern District of Iowa. A PACER account will also be necessary so registered participants will have privileges both to electronically submit transcripts and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system. The following information is required for registration:

First/Middle/Last Name: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address for electronic notification: _____

Additional E-Mail Address for Electronic notification (optional): _____

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

1. The system is for use only in cases designated by the U.S. Courts for the Southern District of Iowa. The system may be used to file transcripts electronically, and through your PACER account, you will be able to view electronic documents, docket sheets and notices.
2. Each Court Reporter/Transcriber desiring to file transcripts electronically must complete and sign a Court Reporter/Transcriber Registration Form. A participant's password issued by the court, combined with the user's identification (login), serves as and constitutes the participant's signature. Therefore, a 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 participant to notify the court immediately. The court will immediately delete the password from the electronic filing system and issue a new password.
3. Every transcript shall be signed by the Court Reporter/Transcriber. The electronic filing of a transcript by a Court Reporter/Transcriber who is a registered participant in the Electronic Filing system shall constitute the signature of that participant.

4. Registration as a Filing User constitutes consent to receive notice electronically and waiver of the right to receive notice by first class mail.
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 in order to view and retrieve electronic docket sheets and documents. 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>) or call the PACER Service Center toll free at 1-800-676-6856.
6. By this registration, the undersigned agrees to abide by all 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. Current Administrative Procedures may be viewed on the court's web site (www.iasd.uscourts.gov).

Please return to: U. S. Courts
 Southern District of Iowa
 Attn: ECF Attorney Registration
 PO Box 9344
 Des Moines, IA 50306-9344
 Voice Phone Number (515/284-6248)
 FAX Phone Number (515/284-6418)

 Date

 Participant Signature

If you experience problems, please contact the CM/ECF Help Desk at 515/284-6388.

Court Use Only:

Login Assigned	
Password Assigned	
Issuer	
Date scanned & emailed	