

U.S. Bankruptcy Court  
District of Massachusetts

**Application for Training Waiver and Certification  
(In-State Attorney Form)**

As the Attorney Applicant, I, \_\_\_\_\_ hereby declare that by  
(Please Print)  
registering for ECF and by submitting this certification form, I understand and agree to the following:

1. I am currently admitted to practice in the U.S. District Court in Massachusetts.
2. I understand that the use of a login and password issued to me serves and constitutes my signature in accordance with FRBP 9011. I agree to protect and secure my password(s) and I will immediately contact the court if I have any reason to suspect that any of my password(s) have been compromised in any way.

Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motion 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 an attorney (or his/her staff member) registered to use the ECF system identifies the attorney to the court each time that the attorney or his/her staff member logs onto the ECF system. The use of an attorney's password serves as and constitutes the signature of the attorney for purposes of Bankruptcy Rule 9011 on any document or pleading filed electronically using a login and password issued to the attorney. Therefore, an attorney must protect and secure the password(s) issued by the court. If any reason exists to suspect a password has been compromised in any way, it is the duty and responsibility of the attorney to notify the court immediately.

3. I further agree to abide by all the rules and procedures of the Local Bankruptcy Rules for the District of Massachusetts currently in effect, and any changes or additions that may be made to these procedures in the future.
4. I understand that by submitting this form I agree to waive conventional service of documents under Federal Rule of Bankruptcy Procedure 7004, except as provided in the Massachusetts Local Bankruptcy Rules, Appendix 8, Electronic Filing Rule 9, and I also agree to accept service of notice of electronic filing of documents on behalf of clients by electronic service as good and sufficient service.
5. I have met the following requirements as to one of the operating systems listed below:
  - I have an Internet Service Provider using point-to-point protocol (PTP). (Note: The Court **strongly** recommends that connections be made using cable access, DSL service or a T1 line.)
  - I have an Internet Browser, either Microsoft Internet Explorer (version 5.5) or Netscape Navigator software (version 4.6x or 4.7x). [**NOT** Netscape version 6.0,

America On Line's (AOL) version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5.]

- I have a PACER Account.
- Hardware Requirements (*Minimal Requirements a or b, plus c*) I have either:
  - a. (i) an IBM-compatible Pentium processor-based personal computer. At a minimum, Windows 95 and 98 users should have 128 Megabytes of RAM (better at 256 Megabytes) and 1 Gigabyte of free disk space. Windows 2000, and XP users should try to have the full 512 Megabytes of memory for the best performance.

Note: The more memory you have on your system the faster your documents will process such as when you are scanning and/or converting to PDF format. It is important to note that if you intend to save your images to your own system, you will need a great deal storage and should plan accordingly; and

- (ii) a CD-ROM drive or 3.5" diskette drive.

**or**

- b. (i) a Macintosh with a 68020 processor or Power Macintosh Apple System Software version 7.1.2 or later; and
- (ii) a CD-ROM drive or 3.5" diskette drive.

**and**

- c. a Scanner w/Document Feeder that is able to scan a document, save it as a PDF document, and open it again as a PDF document.

- Required Software - I have Adobe Acrobat 4.0 or later (Adobe Reader is not sufficient), and word processing software (e.g., Microsoft Office or Corel's WordPerfect).

6. I hereby declare that any of my office staff who will be using the ECF System and I (if the attorney will be a user), have a full understanding of a windows-based word processing software package, have one of the required internet browsers, and possess the requisite skills to participate in Electronic Case Filing.
7. I understand that any abuse or continual errors in the ECF System may be reason for action by the Court including mandatory retraining, suspension or termination of my electronic filing privileges.
8. I or a member of my staff has been trained and I am requesting a training waiver.

**Please provide the information below so we may process your waiver:**

Name of Attendee	District/Location of Training	Date of Attendance

I DECLARE THAT THE FOREGOING REPRESENTATIONS OF FACT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Address 1

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
Address 3

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Bar ID #(s) and State #(s)

\_\_\_\_\_  
Internet e-mail address Telephone Number

**When completed, send to:**

**Clerk, U.S. Bankruptcy Court  
ATTN: SYSTEMS DEPARTMENT- PERSONAL AND CONFIDENTIAL  
10 Causeway Street, 11<sup>th</sup> Floor  
Boston, Massachusetts 02222-1074**