

**U.S. Bankruptcy Court for the District of Massachusetts**

**Application for Limited ECF Access**

This application is for creditors and attorneys representing creditors who wish to file proofs of claim, notice requests, notices of transfer or assignment of claim, notices of withdrawals of claim and notices of appearance and requests for notice. The Limited Use Applicant must be an employee or agent authorized to file the above-referenced documents on behalf of the Creditor Entity or Firm. A login and password are issued to qualified applicants so they may file documents on behalf of the creditor entity or firm.

Creditor Entity/Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax Id # \_\_\_\_\_ Email Address: \_\_\_\_\_

The undersigned certifies under penalty of perjury that 1) he or she is properly authorized to submit this Limited Use Application form on behalf of the Creditor Entity/Firm identified above, 2) the Limited Use Applicant identified on this form is authorized by the Creditor Entity/Firm to file the above-referenced documents and 3) by submitting this form the Creditor Entity agrees to adhere to the terms and conditions specified on this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Limited Use Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Bar Id# (If applicable): \_\_\_\_\_ State of: \_\_\_\_\_

Prior ECF Experience/Training another jurisdiction: (complete only if applicable)

Court Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person (for verification of participant status): \_\_\_\_\_

The Bankruptcy Court for the District of Massachusetts reserves the right to require onsite training in the use of the CM/ECF system prior to the issuance of a user login and password to any prospective or current participant.

Claims or Other limited Use Application: (Check all that apply)

I affirm that I am authorized to prepare and file on behalf of the list Creditor Entity/Firm the following:

- Proofs of Claim
- Notice(s) of Appearance (or Creditor's Requests for Notice)
- Notices of Withdrawal
- Notices of Transfer/Assignment

As the Limited Use Applicant, I \_\_\_\_\_, hereby declare and  
(Please print)

certify under penalty of perjury that by registering for ECF and signing this form, the Creditor Entity/Firm and I understand and agree to the following:

1. Upon acceptance of this Limited Use Application and issuance of a login and password by the Court, I become a Registered User of the Court's ECF System entitled to file documents on behalf of the Creditor Entity/Firm listed.
2. I understand that use of the my login and password to file a document in the record of a bankruptcy case or proceeding with the /s/ and my typed name will constitute my signature upon, and my signing of any declarations, verifications, proofs of claim, creditor requests for notice, notices of appearance, transfers or assignments of claims, or proofs of claim or other papers involving a child support creditor, or other papers or documents filed by use of the password obtained pursuant to this Application (my password), for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure and any applicable nonbankruptcy law. I understand that criminal penalties may apply for falsifying or filing a false or fraudulent document electronically.
3. As the Registered User, it is my responsibility to protect and secure the password issued by the Court. No Registered User may knowingly permit or cause to permit their assigned password to be utilized by any other person. If any reason exists to suspect the password has been compromised in any way, it is the responsibility of the Registered User to or Creditor Entity/Firm to notify the Court immediately.
4. If the Registered User ceases to be an employee or agent of the Creditor Entity/Firm on whose behalf the Registered User was authorized to file electronically or ceases for any reason to be authorized to file electronically for that Creditor Entity/Firm, the Creditor Entity/Firm will immediately inform the Court and cease using the login and password issued. If any information provided on this form changes, the Register User or the Creditor Entity/Firm will promptly send

an amended registration form to the Court.

5. Each time the Register User electronically files a document through the Court's ECF system, they are certifying that:
  - a. They are authorized to file the document(s) by the Creditor Entity/Firm on whose behalf the document is being filed.
  - b. The Creditor Entity/Firm is the same entity stated on the Registered Users Limited Access Application.
  - c. The individual whose signature appears on the original document(s) has authorized the filing of that document.
6. Registered Users shall serve any document filed electronically in accordance with the applicable rules.
7. The Registered User is responsible for adding the creditor and the correct mailing address to the creditor matrix if the current address is incorrect.
8. The Limited Use Applicant has 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. 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.

**or**

    - b. 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.
    - d. Required Software - I have Adobe Acrobat Writer 4.0 or later (Adobe Reader is not sufficient), and word processing software (e.g., Microsoft Office or Corel's WordPerfect).
9. I understand that training is not required for a limited use registration however any abuse or

