



**U.S. Bankruptcy Court  
Western District of Oklahoma**

**APPLICATION FOR ACCESS**

**WAIVER OF NOTICE AND SERVICE BY MAIL**

**CONSENT TO ELECTRONIC NOTICE AND SERVICE**

This form is for use by attorneys, attorneys appearing *pro hac vice*, governmental attorneys, trustees, examiners, ombudsmen, or individuals appearing *pro se* who are permitted to file electronically pursuant to Court procedures.

NAME: \_\_\_\_\_

                    Last                    First                    MI

ATTORNEY BAR ID NUMBER(S) WITH STATES OF LICENSURE:

\_\_\_\_\_

FIRM NAME (if any): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ECF EMAIL ADDRESS: \_\_\_\_\_

OTHER EMAIL ADDRESSES:

\_\_\_\_\_

I declare, under penalty of perjury:

1. I was admitted to practice in the U. S. District Court for the Western District of Oklahoma on \_\_\_\_\_ or permitted to appear pro hac vice by an order dated \_\_\_\_\_ in case number \_\_\_\_\_.
2. I am a member in good standing in all Courts in which I practice law.
3. I agree that use of my PACER login and password to file any pleading or document in the U.S. Bankruptcy Court for the Western District of Oklahoma's ECF system constitutes my signature on that document for all purposes and shall have the

same force and effect as if I had affixed my signature to a paper document. I understand that use of my PACER login and password to file any pleading or document constitutes my signature for the purposes of Rule 11 of the Federal Rules of Civil Procedure, Rule 9011 of the Federal Rules of Bankruptcy Procedure, and any other applicable rules, statutes, or regulations.

4. I waive the right to receive notice or service by any of the conventional delivery means described in Bankruptcy Rules 2002, 7004, or 7005.
5. I consent to electronic notice and electronic service from ECF of all filed documents to which I am entitled, except with respect to: Service of the motion commencing a contested matter under Bankruptcy Rule 9014; Service of a summons and complaint in an adversary proceeding under Bankruptcy Rule 7004; and, Service of an involuntary petition or a petition commencing an ancillary case under Bankruptcy Rule 1010.
6. I agree to accept email "Notice of Electronic Filing" in place of all conventional notice and service except as provided in this paragraph. I agree to use the email notification feature of ECF whenever possible.
7. I will make all reasonable efforts to protect the confidentiality of my PACER login and password obtained by this registration.
8. I will immediately change my password and notify the Court Clerk of the U.S. Bankruptcy Court for the Western District of Oklahoma if I believe that my PACER login or password is compromised. I understand that my failure to change my password and to notify the Court Clerk may result in sanctions.
9. I understand that I may authorize one or more of my employees or my office staff members to use my PACER login and password for the electronic filing of a document in CM/ECF. I understand that use of my PACER login and password by my employee or staff member constitutes my signature on any electronically filed document. I will not knowingly permit use of my PACER login and password by anyone who is not authorized to use it. I will take steps to prevent unauthorized use of my PACER login and password and I agree that I am responsible for all use of my PACER login and password, whether authorized or unauthorized. If authorization is withdrawn (when an employee or staff member leaves my employment) or if unauthorized use of a PACER login or password is suspected, I will immediately change my PACER password.
10. I agree to maintain an active email account for notice and service by electronic means. I agree to keep my email account information current in my ECF User account.

11. I agree to read and follow the Administrative Procedures for Electronic Case Filing and all other rules, orders, and guidelines promulgated by the U.S. Bankruptcy Court for the Western District of Oklahoma for the filing of documents in the CM/ECF system and to abide by any revisions to the administrative procedures, rules, orders, and guidelines for electronic filing.
12. I agree to promptly pay all filing fees for any and all pleadings I file using ECF. I understand that failure to pay filing fees in accordance with Court guidelines will result in my removal from the system.
13. I acknowledge that consents and/or waivers made by execution of this registration form shall remain in force and effect unless and until they are revoked in writing.
14. I understand that I must provide and maintain at my own expense necessary computer equipment, electronic connections, and a PACER account as prescribed by the Court to participate in CM/ECF.
15. I am an attorney who has filed an application to proceed *pro hac vice* or an order permitting me to appear *pro hac vice* has been approved. I understand that I must be certified by the Court Clerk to file electronically pursuant to Court policy, guidelines, and rules.

\_\_\_\_\_  
Attorney Signature (*original signature required*)

\_\_\_\_\_  
Date

Submit this form with an **ORIGINAL** signature to:

U.S. Bankruptcy Court for the  
Western District of Oklahoma  
215 Dean A. McGee Avenue, suite 147  
Oklahoma City, OK 73102  
Attn: Trainers

*Upon receipt of a completed Attorney Registration Form with an original signature, the Clerk will grant access to the registered attorney and notify the attorney via email.*