

**United States Bankruptcy Court, Central District of California
ECF Limited Filing Attorney/Limited Creditor Privileges Agreement**

[Note: ECF users should retain this agreement for future reference.]

By registering for a live account on the Court's CM/ECF system with **Limited Filing Privileges** (e.g., creditor, personal financial management course provider), I acknowledge that I have read, understand and agree to adhere to the following terms and conditions with respect to my electronic filing privileges:

1. I agree to adhere to all of the rules, orders, guidelines, requirements, instructions and local forms (including subsequent amendments) or any other directives issued by this Court or the Clerk of this Court in conjunction with use of this Court's CM/ECF system.
2. By requesting limited access, I understand that I will have limited access status to perform the following transactions: (a) Transfer/Assignment of Claim; (b) Proof of Claim; (c) Change of Address; (d) Reaffirmation Agreement; (e) Request for Courtesy Notification; (f) Response, (g) Personal Financial Management Course Certificate, and (h) any other documents as permitted by the Court.
3. I must maintain a valid primary e-mail address, and elect to receive Notices of Electronic Filing, individually or in summary, via e-mail in cases in which I am involved. I must file a notice of change of mailing address in each case in which I am involved, and update my ECF account information with any changes to address information. Registered users who have also registered with BNC for noticing purposes must also notify the BNC of changes in service address information.
4. Pursuant to Bankruptcy Rule 9011, use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Rule 9011 and 28 U.S.C. §1746, and shall have the same force and effect as if I had affixed my signature on a paper copy of the document being filed. I must type or print my name on any document filed by me either above or below the signature line.
5. I must pay by credit card over the Internet for any fees incurred for transactions made in CM/ECF in accordance with the U.S. Bankruptcy Court's Fee Schedule. Failure to do so on a timely basis will result in temporary loss of access to CM/ECF under the login and may result in dismissal of a bankruptcy petition or adversary proceeding, striking of a document and/or sanctions.
6. I may authorize one or more employees or office staff members to use my assigned login and password for the electronic filing of a document. I will not knowingly permit use of my login or password by anyone not so authorized, I will take steps to prevent such unauthorized use, and I will be fully responsible for all use whether authorized or unauthorized. If authorization to use a login and password is withdrawn (e.g., when a staff member leaves employment) or if unauthorized use of a login and password is suspected, I shall immediately notify the Court to select and activate a new login and password. I shall also immediately notify the Court's ECF help desk by phone at (213) 894-2365 or via e-mail (ECF_Support@cacb.uscourts.gov) upon learning of any unauthorized use. I understand that failure to change the password and notify the Court under the aforementioned circumstances may result in sanctions.

7. Registration for filing in CM/ECF constitutes: (1) consent to receive service and notice electronically via the CM/ECF generated Notice of Electronic Filing (“NEF”) or Daily Summary Report (“DSR”) and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; and (2) consent to electronic service via the NEF or DSR 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) and Bankruptcy Rule 7005, 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 an order or judgment. In cases wherein service of documents filed electronically is required to be made on the United States and its agencies, corporations or officers, full compliance with Rules 2002(j) and 7004(b)(4), (5) and (6) of the Federal Rules of Bankruptcy Procedure is required.
8. Prior to electronically filing any document with the Court, that requires an original third-party signature, I must obtain the original signature of that party or parties on a paper copy of the document and must retain the original of that signed document for the length of the time set by the Court. I attest that I will advise the signing party that the document will be submitted to the Court electronically and the paper version of any electronic document filed by me will be an exact copy of the printed version and that no modifications will be made with the sole exception that the paper version will contain original signatures. I must type or print the name of any signer on any document filed by me either above or below the signature line and inclusion of the typed names shall be deemed a representation by me that the document was signed in original by that party, regardless of where /s/, /s, or s/ is reflected by the typed name.
9. I understand that I may NOT file electronically any document that requires the filer to be qualified to appear as an attorney before this Court.
10. If the registered user ceases to be an employee or agent of the organization on whose behalf documents are being electronically filed with the Court, or for any other reason ceases to be authorized to file electronically on behalf of the organization, the registered user will promptly notify the Clerk of Court.
11. If a creditor is appearing pro se as a registered user and subsequently obtains other representation, the creditor must notify the Court to terminate the user’s registration.
12. I understand that, if I am a provider of a post-petition instructional course concerning personal financial management and I am filing a certificate of the debtor’s completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my limited file privileges may be revoked if I do not file a certificate of a debtor’s completion of the course in a timely manner, as failure to do so could result in the closing of the debtor’s case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office of the U.S. Trustees or the Bankruptcy Administrator of the revocation.
13. The Court may, sua sponte, terminate a registered user’s login and password for any reason and require future documents to be filed conventionally or in any other format specified by the Court.