

Becoming an Electronic Filer

Docketing Event

N/A

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

N/A

Fee: N/A

Applicable Chapters: N/A

Implemented: 4/13/2018

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Description

Each attorney or creditor must complete the Court's On-Line Training Program prior to receiving a login to file through this Court's CM/ECF system. Attorneys and creditors who actively file in other Bankruptcy Courts may be exempt from the training requirement.

Attorneys:

Attorneys Located within the Middle District of Florida [Non CM/ECF Bankruptcy Filer]:

Attorneys located within the Middle District must be admitted to practice in the Middle District of Florida and complete the Court's Online Training Program, which is available through the following link, before being issued a login to this Court's filing system: https://ecf-train.flmb.uscourts.gov/cgi-bin/flmb_training.pl. Attorneys requesting Mediator access should add that information in the Comments field.

Attorneys Located within the Middle District of Florida [CM/ECF Bankruptcy Filer in Another District]:

Attorneys located within the Middle District, admitted to practice in this District, AND certified to file electronically in another Bankruptcy Court (including those admitted pro hac vice) are not required to complete the Court's Online Training Program and should complete the Court's Out of District Registration form, which is contained in this link: <http://pacer.flmb.uscourts.gov/cmecf/registration3.asp>. Upon verification of admission to practice and certification to file electronically in other Courts, a login to this Court's filing system will be issued.

Attorneys Located outside the Middle District of Florida [Admitted to Practice in the Middle District who require FULL FILING Privileges]:

Attorneys located outside the boundaries of the Middle District, but admitted to practice in this District through the United States District Court, should complete the Court's Out of District Registration form, which is contained in this link: <http://pacer.flmb.uscourts.gov/cmecf/registration3.asp>. Once admission to practice is verified and

if the attorney is an active electronic filer in another Bankruptcy Court, a login to this Court's filing system will be issued. If the attorney is NOT an active electronic filer in another Bankruptcy Court, completion of the Court's Training Program is required.

Attorneys Located outside the Middle District of Florida [NOT Admitted to Practice in the Middle District OR who only require LIMITED FILING Privileges]:

Attorneys located outside the boundaries of the Middle District and NOT admitted to practice in the Middle District do not qualify for full attorney filing privileges. Instead, they may request limited access to file certain documents: Notice of Appearance, Proofs of Claims and other Claim Related documents. To request limited filing access, complete the Limited Participation Registration form contained in the following link: <http://pacer.flmb.uscourts.gov/cmecf/registration2.asp>. If the attorney is not an electronic filer in another Court, completion of the Court's Training Program is required.

Limited Filer Access:

Creditors:

Creditors may request limited filing access by completing the Limited Participation Registration form, which is contained in this link: <http://pacer.flmb.uscourts.gov/cmecf/registration2.asp>. Limited filing privileges shall include the ability to file Notices of Appearance, Proofs of Claim, Transfers of Claim, Reaffirmation Agreements, and other claim related matters. Additional privileges may be added at the discretion of the Clerk. This information is required for CM/ECF registration and will be kept confidential.

PLEASE NOTE: Limited filers do not automatically receive electronic notices upon the issuance of a login. Limited Filers will need to add the applicable case numbers to their user account (Maintain Your ECF Account/Email Information/Send notices in these additional cases).

Personal Financial Management Course Providers:

Agencies approved by the United States Trustee's Office to provide post-petition instructional courses concerning personal financial management who wish to file certificates of completion of the course should complete the Court's Personal Financial Management Course Provider Registration form, which is contained in this link: <http://pacer.flmb.uscourts.gov/cmecf/registration5.asp>.