

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF ALASKA  
**ELECTRONIC CASE FILING SYSTEM ATTORNEY REGISTRATION FORM**  
(Please Type)

This form shall be used to register for accounts on the Court's Case Management/Electronic Case Files (CM/ECF) systems. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF systems. The following information is required for registration:

First/Middle/Last Name:

Last Four Digits of Social Security Number:

Attorney Bar No.

State

Firm Name:

Firm Address:

Telephone:

Facsimile Number:

Do you have an ECF login for a Court other than U.S. District Court for the District of Alaska?

Yes  No

If Yes, which court?

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The systems are for use only in cases designated by the U.S. District Court for the District of Alaska. The systems may be used to file and view electronic documents, docket sheets, and notices.
2. Effective January 3, 2006, the U.S. District Court for the District of Alaska will require all attorneys in civil and criminal cases to file all pleadings or other papers electronically. In order to have access to CM/ECF, each attorney must complete and sign this Attorney Registration Form. An attorney's/participant's password issued by the court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the Court. The Court will immediately delete the password from the electronic filing system and issue a new password.
3. The electronic filing of a petition, pleading, motion, or other paper by an attorney/participant who is a registered participant in the Electronic Filing System constitutes the signature of that attorney/participant under Federal Rules of Civil Procedure 11, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the local rules of this Court, and any other purpose for which a signature is required in proceedings before this Court.

4. *Notice regarding non-consent to electronic service:* An attorney/participant may expressly forego consenting to service and receipt of filed documents by electronic service pursuant to Federal Rule of Civil Procedure 5(b)(2)(E). Parties not consenting to electronic service must be served by the other methods specified in Rule 5. The Court strongly urges all attorneys/participants to consent to serve and receive service of filed documents by means of electronic service. **FAILURE TO CONSENT TO ELECTRONIC SERVICE DOES NOT RELIEVE AN ATTORNEY/PARTICIPANT OF THE OBLIGATION TO FILE DOCUMENTS ELECTRONICALLY OR OTHERWISE ABIDE BY CM/ECF PROCEDURES AND REQUIREMENTS.**

4(a). Do you consent to electronic service?  Yes  No

4(b). If you **do** consent to electronic service please provide your email address(es).<sup>1</sup>

Primary E-Mail Address:

Additional E-Mail Address:

Does your E-mail Software support HTML messages?  Yes  No

5. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).

6. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent General Order, Local Rules for the District of Alaska and Administrative Procedures for Filing currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return to:

U.S. District Court  
Attn: ECF Attorney Registration  
222 W. 7<sup>th</sup> Avenue, #4  
Anchorage, AK 99513-7564

or

E-mail to: [cmecfhelpdesk@akd.uscourts.gov](mailto:cmecfhelpdesk@akd.uscourts.gov)

Date

\_\_\_\_\_  
Attorney/Participant Signature

If you consent to electronic service your login and password will be sent to you by the Clerk's Office via e-mail.

If you did not consent to electronic service your login/password will be sent to the mailing address listed on page one of this form.

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<sup>1</sup> **IF YOU DO NOT CONSENT TO ELECTRONIC SERVICE, DO NOT ENTER AN E-MAIL ADDRESS. ENTRY OF AN E-MAIL ADDRESS OVERRIDES AN ELECTION NOT TO RECEIVE SERVICE ELECTRONICALLY**