

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OHIO  
ELECTRONIC CASE FILING SYSTEM**

**CLAIMS AGENT REGISTRATION FORM AND USER AGREEMENT**

This form shall be used by attorneys and non-attorneys to register for an account on the Court's Electronic Case Filing (ECF) System (hereafter "System") for the purpose of filing, assigning, transferring, or withdrawing Proofs of Claim, and filing Reaffirmation Agreements.

The following information is required for registration:

**First/Middle/Last Name:** \_\_\_\_\_

**Attorney Registration Number (if applicable):** \_\_\_\_\_

**Firm/Company Name:** \_\_\_\_\_

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

**City, State, and Zip Code:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**FAX Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

In order to qualify for an account on the System, an attorney or non-attorney who is registering to file, assign, transfer, or withdraw Proofs of Claim or file Reaffirmation Agreements must certify that he/she meets one of the following conditions. Please check the applicable box(es):

- I am presently registered as an ECF participant in another United States Bankruptcy Court, with either full ECF privileges or limited use privileges to file, assign, transfer, or withdraw Proofs of Claims or file Reaffirmation Agreements. Please indicate other bankruptcy court(s):** \_\_\_\_\_
- I have read the [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#) developed by the United States Bankruptcy Court for the Northern District of Ohio.**

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

1. The System is for use only in cases permitted by the United States Bankruptcy Court for the Northern District of Ohio. It may be used only to file, assign, transfer, or withdraw Proofs of Claim or file Reaffirmation Agreements electronically, and view electronic documents and docket sheets.

2. At this time, the requirements for filing, viewing and retrieving case documents are:
  - a device (such as a PC) with an Internet connection of at least 56K (a higher speed connection such as DSL or cable is recommended)
  - software that can view and create PDF files
  - a scanner and scanner software (if any documents to be filed need to be converted into electronic format)
  - the Mozilla Firefox browser (software version 2.x or newer) or the Microsoft Internet Explorer browser (software version 5.5 or newer)<sup>1</sup>.
3. The provisions of the Court's [Electronic Case Filing \(ECF\) Administrative Procedures Manual](#), as it may be modified from time to time, are incorporated by reference into this agreement to the extent that such provisions apply to filing, assigning, transferring, or withdrawing Proofs of Claim or filing Reaffirmation Agreements.
4. A registered user is responsible and liable for any documents submitted electronically to the System by means of the user's login and password.
5. A registered user's System eligibility may be restricted or revoked for any of the following reasons:
  - knowingly permitting his/her System password to be utilized by anyone who is not authorized to utilize the password
  - filing documents on behalf of someone who is not a registered user
  - failing to comply with any of his/her other obligations set forth in this agreement.

**I accept the above rules and requirements. (To submit, you must check this box.)**

**Submit via Email**

**Print for Submission via Fax  
(216) 615-4364**

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<sup>1</sup> The United States Courts do not endorse commercial products. When competing Internet browsers develop the full ability to file and download pleadings from this system, they can be utilized.