

**United States Bankruptcy Court, Southern District of Florida**  
**Acknowledgment of Responsibility and Request for Login ID and Password for Live Access to**  
**CM/ECF with Trustee/US Trustee Filing Privileges**  
[www.flsb.uscourts.gov](http://www.flsb.uscourts.gov)

*Use this form to request a live account to access this court's CM/ECF system with trustee or US Trustee filing privileges. Trustees may use this access only for those cases in which they are acting as case trustee. If a trustee is also an attorney, a separate attorney account must be utilized for cases in which the attorney is not acting as the assigned trustee for that case. Submit only the signed first page of this form to: [CMECF\\_Support@flsb.uscourts.gov](mailto:CMECF_Support@flsb.uscourts.gov).*

**I. Type of Applicant:**  US Trustee     Chapter 7 Trustee     Chapter 13 Trustee: (Please type)

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_ Generation (Sr., Jr.): \_\_\_\_\_

Bar ID #: (if applicable) \_\_\_\_\_ (and/or if other than Florida Bar, indicate state: \_\_\_\_\_)

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail address where Notices of Electronic Filing will be sent: \_\_\_\_\_

Number of Additional Logins Requested Under My Name: \_\_\_\_\_

**[NOTE: The email address provided will be used for all logins and passwords assigned to the applicant. Attach a list with all the names in your office for whom access is being requested. An attorney appearing as an attorney in a non trustee capacity will be required to register separately as attorneys with full filing privileges.]**

I have a current Trading Partner Agreement with the BNC for EDI Noticing:     No     Yes

**II. CM/ECF Training Requirements Certification:**

I and my designated staff have attended USBC SDFL classroom training and received a certificate of completion on \_\_\_\_\_, and Completed the Proof of Proficiency exercises.

**III. Acknowledgment of Responsibility:**

My signature below reflects that I have read and agree to the statements contained in the "CM/ECF Trustee/US Trustee Agreement" and any future requirements of the court with respect to my electronic filing privileges.

\_\_\_\_\_  
(Signature of Attorney/Trustee    (Date)

**Send Live Login/Password via:**  
 email (if other than above) \_\_\_\_\_  
 fax \_\_\_\_\_

<b>CLERK'S OFFICE USE ONLY</b>	
Approved by: _____	Date: _____
Date of Notification: _____	By: _____

Email Completed Form (first page only) to: [CMECF\\_Support@flsb.uscourts.gov](mailto:CMECF_Support@flsb.uscourts.gov).

**United States Bankruptcy Court, Southern District of Florida**  
**CM/ECF Trustee/US Trustee Agreement**

*[Note: Detach and retain this agreement before submitting signed application (page one of this form) to the court.]*

By signing and submitting to the court the “Acknowledgment of Responsibility” contained in Part III of Local Form **Acknowledgment of Responsibility and Request for Login ID and Password for Live Access to CM/ECF with Trustee/US Trustee Filing Privileges**, I understand that:

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. I must maintain a valid primary e-mail address to receive Notices of Electronic Filing, individually or in summary. I must immediately notify the clerk’s CM/ECF help desk via e-mail ([CMECF\\_support@flsb.uscourts.gov](mailto:CMECF_support@flsb.uscourts.gov)) of any change in my mailing address. Registered users who have also registered with the BNC for noticing purposes must also notify the BNC of changes in service address information.
3. It is my responsibility to pay any and all fees for transactions made in CM/ECF in accordance with the U.S. Bankruptcy Court’s Fee Schedule and any court guidelines or clerk’s instructions.
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 may authorize one or more employees or office staff members to use any of my assigned logins and passwords for the electronic filing of a document. I will not knowingly permit use of my login(s) and password(s) 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 will immediately select and activate a new password for that login. I shall also immediately notify the court’s CM/ECF help desk via e-mail ([CMECF\\_support@flsb.uscourts.gov](mailto:CMECF_support@flsb.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.
6. 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; (2) consent to electronic service via the CM/ECF generated 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 Bankruptcy Rules 2002(j) and 7004(b)(4), (5) and (6) is required.

7. 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 time as required under Local Rule 5005-4(C). 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 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 whether /s/, /s, or s/ is reflected by the typed name.
8. The trustee/US Trustee login and password assigned to me is to be used only for those cases in which I am acting in the capacity of trustee or US Trustee in that specific case and that I must register separately as an attorney user for all other cases in which I intend to file documents in this court.