

**UNITED STATES BANKRUPTCY COURT – CENTRAL DISTRICT OF ILLINOIS**  
**CM/ECF-Training Application**

1. I affirm that I am admitted to practice in the **United States Court for the Central District of Illinois** and that the information set forth in this application is true and correct.
  
2. The use of my login and password to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any petitions, schedules, statements, matrices, declarations, verifications, pleadings, or other papers or documents, for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, Local Bankruptcy Rules, Administrative Orders, and any applicable non bankruptcy law, rule or procedure as required by this Court.
  
3. It is my responsibility to maintain records of all documents bearing my original signature that are filed using my login/password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my login/password, for the required period after the case or proceeding has been closed.
  
4. It is my responsibility to protect and secure the confidentiality of my login/password. If I believe that my login/password has been compromised, it is my responsibility to notify the court in writing, immediately.
  
5. I agree to adhere to court procedures for the Electronic Case Filing System including maintaining and using a valid credit card to pay all fees associated with my electronic filings as required under 28 U.S.C. § 1930.
  
6. I agree to receive Electronic Noticing on the cases in which I appear and waive my right to receive the redundant paper copy of the same notice. The exception to this waiver is the "Notice of the Meeting of Creditors" which I understand will be sent in paper form. The electronic notice will be sent to the e-mail address listed during registration.
  
7. It is my responsibility to refer to the court's website for further clarification of the court's procedures governing electronic case filing requirements. This information can be found at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov)> For Attorneys > Local Rules, Procedures and Standing Orders.
  
8. I have software that will convert documents I create into the Portable Document File (PDF) required by the Court. I agree to convert all other documents submitted to the court in compliance with the directives of the Court.
  
9. I understand that it is my responsibility to learn and use any and all updates to the electronic case filing procedures.

Attorney Name: \_\_\_\_\_ \*\*Bar ID: \_\_\_\_\_  
Attorney Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Attorney Phone Number: \_\_\_\_\_

\*\*The court must have your Bar ID to process this training application and to verify proof of admittance.