

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

Case Management/Electronic Case Files  
Attorney Registration Form

This form shall be used to register for an account on the court's CM/ECF system. Registered attorneys will receive notice via email and will have privileges to electronically submit documents and to view and retrieve documents for cases assigned to the CM/ECF system. **DO NOT** submit this form if you have been recently admitted to practice in this court. You should have been issued a login and password as part of the attorney admission process. This includes PHV applicants. Please call the attorney admissions desk at (409) 654-7000 if you have not received your login and password.

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

Texas Bar No. \_\_\_\_\_ (if available, otherwise leave blank)

Are you a member in good standing of the Eastern District Bar? \_\_\_\_\_

Firm: \_\_\_\_\_

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

Voice phone number: \_\_\_\_\_

Internet E-mail address: \_\_\_\_\_

(Attorney's email for electronic service)

Additional E-mail addresses: \_\_\_\_\_

(Central repository, secretary, paralegal, etc.)

I already have an ECF login that I use at another court, which is \_\_\_\_\_. Please assign the same login if possible.

By submitting this registration form, the undersigned agrees to abide by all Court rules, orders, policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to F.R.Civ.P.5(b) and 77(d) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the Court if they learn that their password has been compromised.

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

Submit completed Registration Form to: David J. Maland, Clerk  
United States District Court  
Attn: ECF Registration  
300 Willow Street, Suite 104  
Beaumont, TX 77701

or Fax to: (409) 654-7080

Once your registration is complete, you will receive notification by e-mail as to your user id and password needed to access the system. Procedures for using the system are available on our website [www.txed.uscourts.gov](http://www.txed.uscourts.gov).