



**Electronic Case Files
Attorney/Participant Registration
Form**

This form is to be used to register for an account on the Court's Electronic Case Files (ECF) System. Registered attorneys will be able to electronically file documents. The following information is required for registration:

First Name * Middle Name
Last Name * Generation
Last four digits of Social Security Number (for Security verification) *
Your *Alabama* State Bar Number * (include dashes; Example: ASB-9999-X99X)

Please use a legitimate Bar number. This will accelerate the verification process of your record.

Firm Name
Firm Street *
Firm City *
Firm State *
Firm Zip * Example: 12345 or 12345-1234
Voice Phone Number * Example: 410-123-1234
Fax Number Example: 410-123-1234
Internet E-Mail Address * (include only one e-mail address per registration)

FAX Number: (205) 278-1772
Attention: Attorney Registration

1. This system is for use only in cases before the U.S. District Court for the Northern District of Alabama. It may be used to file electronic documents.
2. An attorney's/participant's password issued by the court combined with the user's login serves as and constitutes the attorney's/participant's signature.
3. An attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect that the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court and immediately access the system and change your password.
4. Registration as a user constitutes:

Consent to receive notice electronically where notice is required by statute or by our local rules 5.3 and 5.4 and waiver of notice by any other means

and

Consent to electronic service and waiver of service by any other means, except for original service of process.
5. Attorneys must be members in good standing of the bar of this Court, or permitted by statute or by order on motion to proceed Pro Hac Vice to appear without being a member of the bar, to file papers electronically.