



District Court of Guam Case Management/Electronic Case Files User Registration Form

This form shall be used to register for accounts on the District Court of Guam's Case Management/Electronic Files(CM/ECF) systems. Registered participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF systems. The following information is required for registration:

First/Middle/Last Name:	
Last Four Digits of SSN:	Attorney Bar # and State (if applicable):
Firm Name and Address:	
Voice Phone Number:	FAX Phone Number:
Internet Email Address:	Additional Email Address:
Specific Cases of Interest: (do not include cases in which you already participate)	

Please specify which capabilities you are registering for:

Civil/Criminal: <input type="checkbox"/> Full ECF User <input type="checkbox"/> Read Only	Bankruptcy: <input type="checkbox"/> Full ECF User <input type="checkbox"/> Read Only <input type="checkbox"/> Creditor <input type="checkbox"/> Financial Mgt. Course Provider
Date of CM/ECF training: _____ or Request Waiver from Training Requirement: <input type="checkbox"/>	
Training to be scheduled: _____ Reason for Request: _____	

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

1. The systems are for use only in cases designated by the District Court of Guam. The systems may be used to file and view electronic documents, docket sheets, and notices.
2. Each person desiring to file pleadings or other papers electronically must complete and sign a User Registration Form. An attorney/participant's password issued by the court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person

with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the court. The court will immediately delete the password from the electronic filing system and issue a new password.

3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party.
4. By submitting this printed and signed form, the undersigned agrees to abide by all court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to service by electronic means in the circumstances permitted under those rules, orders, policies and procedures. The undersigned agrees that the combination of user i.d. and password will serve as his or her signature for filing documents pursuant to Rule 11 of Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedures, Federal Rule of Bankruptcy Procedure 9011 and the Local Rules of this court. The undersigned agrees to protect the security of his or her password and immediately notify the Clerk of Court if he or she suspects the password has been compromised. The undersigned further agrees to promptly notify the Clerk if there is a change in his or her personal data, such as name, e-mail address, firm address, telephone number, etc.
5. Notice by electronic means is complete as set forth in the *Administrative Procedures for the Electronic Filing, Signing, Verifying, and Serving of Civil, Criminal and Bankruptcy Documents* ("Administrative Procedures"), notwithstanding Federal Rule of Bankruptcy Procedure 9036.
6. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records (PACER) Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
7. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent version of the appropriate Administrative Procedures currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Please return to: District Court of Guam
 520 W Soledad Ave FL 4
 Hagatna, GU 96910

Date

Attorney/Participant Signature

Your login and password will be sent to you by the Office of the Clerk by electronic mail.