

Instructions

Please complete this form and forward it to the Clerk's Office

Either:

(1) Complete the form on-line, print it, sign it, and fax the form to the Clerk's office at (410)962-2690, or

(2) Print a blank form from the website, complete and sign it and mail it to the Clerk's office at:

Attorney Admissions Form Registration - 00-1332
United States District Court
District of Maryland
101 W. Lombard Street
Baltimore, MD 21201

Attention: Andrew Welkie, Director of Automation and
Technology

UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND

Felicia C. Cannon, Clerk

John A. Cerino, Chief Deputy

Electronic Case File
Attorney Registration Form

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system. Registered attorneys will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents. The following information is required for registration:

First/Middle/Last Name: _____

Last four digits of Social Security Number: _____

Mother's Middle or Maiden Name: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

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

1. This system is for use only in case MDL-1332, Microsoft, permitted by the U.S. District Court for the District of Maryland.
2. Every pleading, motion, and other paper (except 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. An attorney's password issued by the court, combined with the user's identification, serves as and constitutes the attorney signature.** Therefore, an attorney 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, it is the duty and responsibility of the attorney to immediately notify the court.

3. An attorney's registration will constitute a waiver of service of documents other than through the ECF system.

Please return to: U.S. District Court
District of Maryland
Attn: ECF Registrations
101 West Lombard Street
Suite 4415
Baltimore, Maryland 21201

Applicant Signature

Initial of First & Last Name Last 4 digits SS#

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary

My Commission expires: _____