

**United States Bankruptcy Court  
Northern District of Indiana  
Application for Limited Use Password for ECF System**

*This form should be completed electronically. Please **TYPE** your responses, print this form then sign and return the completed form to the court.*

**Financial Management Course Provider Limited Use Applicant Information**

Applicant Name and Title:

Name of Course Provider:

Provider Mailing Address (*number and street, or P.O. box number*):

City:  State:  ZIP Code:

Provider telephone number:  Provider fax number:

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Provider email address for service: ‡

‡ The email address listed above will be used for electronic service by the ECF System.

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The applicant listed above provides the information in this application as a condition of receiving a login and password for the ELECTRONIC CASE FILING (ECF) SYSTEM of the United States Bankruptcy Court for the Northern District of Indiana.

I agree and certify under penalty of perjury that by submitting this application and receiving a password:

1. By this registration, I, the undersigned applicant, agree to abide by all the rules and regulations in the most recent Amended Order Authorizing Electronic Case Filing. I understand it is my responsibility to learn and use all updates to the ECF procedures. I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing for the court. I understand that a limited filer's privileges are narrow in scope. I will only use the ECF System to electronically file the personal financial management course certificate. The court reserves the right to modify these options or add additional options as deemed necessary.

2. I understand that use of Limited Use password to file a certificate of completion of a course in personal financial management will constitute my signature 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, Code of Federal Regulations and any applicable non bankruptcy law.

3. I will meet all hardware and software requirements promulgated by the court for ECF System use. I understand the minimum requirements for filing documents are posted on the internet at:

<http://www.uscourts.gov/FederalCourts/CMECF/FAQs.aspx>

I further understand these hardware and software requirements may change over time, and I will periodically check with the court for current requirements.

4. I understand that as a provider of a post-petition instructional course concerning personal financial management who files a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c) and 28 C.F.R. §58.35(b) no later three business days after the debtor completes the course. I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees of the revocation.

5. I understand that it is my responsibility to immediately notify the court, in writing, of any change in my address, telephone number, fax number and email address.

6. I understand that it is my responsibility to maintain in my records, and produce upon request, all documents bearing my original signature that are filed using my password for a period three (3) years after the case or proceeding in which the papers are filed have been closed by the court.

7. I understand that I have the responsibility to protect and secure the confidentiality of my password. If I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the court in writing.

8. I agree to comply with the redaction requirements, pursuant to Fed. R. Bankr. P. 9037. I understand that filers, and not the court, are solely responsible for redacting documents.

9. I understand that using my limited filer privileges to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filer privileges. The limited filer account is intended to perform specified transactions, as set forth in paragraph 2. In order to view and retrieve electronic docket sheets and documents available on the ECF System, I will use PACER or the courts' Really Simple Syndication (RSS) feed. [Note: A PACER login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at <http://pacer.psc.uscourts.gov>. For assistance, call 1-800-676-6856.]

Date:

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Applicant Signature

**Mail this completed form to:**

U.S. Bankruptcy Court, Northern District of Indiana  
Attn: ECF Accounts  
1300 South Harrison Street  
Fort Wayne, IN 46802-3435