

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MAINE**

ADMINISTRATIVE PROCEDURES FOR ELECTRONIC FILING BY ATTORNEYS

Updated March 7, 2023

Electronic filing is the process of uploading documents to the court's online Electronic Case Files ("ECF") system. The ECF system only accepts electronically converted portable document format ("PDF") documents.

I. ACCESS TO THE ELECTRONIC CASE FILING SYSTEM

A. PACER Login

Attorneys filing federal court records electronically must first register for a PACER account <https://pacer.uscourts.gov/register-account/attorney-filers-cmecf>. The request is transmitted to the court for verification and processing.

For additional information contact:
PACER Service Center
<http://pacer.psc.uscourts.gov>
(800) 676-6856.

B. Training and Registration with the Court

Complete the on-line [ECF Attorney Training](#)

After securing a PACER account and completing the on-line training, all attorneys will need to email a completed "Attorney Registration Form" to ecf_backup@meb.uscourts.gov with the subject line "Electronic Registration". The "Attorney Registration Form" is attached to these procedures and also available as a fillable pdf on our website. Electronic filing and access to ECF is not permitted until the PACER registration is completed, and the Attorney Registration Form is received by the Clerk's Office.

Attorneys agree to receive notice and service through their registered email address; entering an email address shall constitute a request for service and notice electronically pursuant to Fed. R. Bankr. P. 9036.

II. ELECTRONIC FILING OF DOCUMENTS

A. Signatures

The password required to electronically file documents also serves as the registered user's original signature for all electronic documents filed with the Court. The

password also serves as a signature for purposes of Fed. R. Bankr. P. 9011, other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court. No attorney shall permit their password to be utilized by anyone other than themselves or an authorized employee.

Documents requiring original signatures such as petitions, lists, schedules, statements, amendments, pleadings, affidavits; or documents requiring verification under Fed. R. Bankr. P. 1008; or an unsworn declaration as provided in 28 U.S.C. § 1746, may be filed with an electronic signature (the party's name typed in full, *e.g.*, “/s/ Jane Doe”), however, the registered filer must maintain the original, executed documents containing the wet signature of a party until two (2) years following the closing of the case or until the expiration of all appeal periods, whichever is later. In addition to any other law or rule, an attorney required to maintain an original wet signature may comply by using an electronically converted PDF document with an image of the signature. Upon request of the Court or any interested party, the filer shall provide original documents for review.

The Court reserves the right to revoke an attorney's password and, therefore, their ability to electronically file documents, for failure to comply with any provision of these Administrative Procedures for Electronic Filing by Attorneys, failure to adequately protect their password, other misuse of the ECF system, or as a sanction ordered by the Court after notice and opportunity to be heard.

B. Orders

As required by Local Rule 9013-1(c), every motion filed must be accompanied by a proposed form of order. The proposed form of order shall be filed electronically as an attachment to the motion.

C. Sealed Documents

A motion to file documents under seal shall be filed electronically. If granted, the documents to be filed under seal shall be emailed to the Clerk's Office or hand delivered in paper to the Clerk's Office.

D. Fees Payable to the Clerk

Any required filing fees must be paid by credit card at the time of filing. Unpaid filing fees, as of midnight on the date of filing, will result in deactivation of your ECF login until payment has been made.

UNITED STATES BANKRUPTCY COURT DISTRICT OF MAINE

**ATTORNEY REGISTRATION FORM
for the
ELECTRONIC CASE FILING SYSTEM**

I request that the U.S. Bankruptcy Court, District of Maine, issue me a login and password so that I can use the Court's Electronic Case Filing (ECF) System.

I understand that the use of my login and password serves as and constitutes my signature. I agree to protect and secure my password and I will immediately notify the Court if I have any reason to suspect that my password has been compromised in any way.

I further agree to abide by all of the rules and regulations in the Administrative Procedures for Electronic Filing By Attorneys currently in effect, and any changes or additions that may be made to these procedures in the future.

I am an attorney admitted to the bar of the U.S. District Court for the District of Maine.

ECF On-line Training completed on: _____

OR

I am not admitted to the bar of the U.S. District Court for the District of Maine, but I have read and understood the requirements of D. Me. Local Rule 83.1.

State where ECF Bankruptcy training was completed: _____

First/Middle/Last Name: _____

Bar ID# and State: _____

Law Firm Name: _____

Firm Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature: _____ Date: _____