UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS

E-FILING AND E-NOTICING REGISTRATION FORM

Requirements: Individuals seeking to file documents electronically must be (1) admitted to practice in the United States District Court for the Western District of Texas and be a member in good standing with the Court pursuant to Local Court Rule AT-1, (2) admitted pro hac vice, (3) authorized to represent the United States of America, or (4) proceeding as a non-prisoner pro se litigant, with approval by the Court.

Instructions: Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court, Western District of Texas. Complete the form on-line and print a hard copy, sign it, and mail the form to the address at the bottom of this form or present the form to any District Clerk's Office in the Western District of Texas. **After verification, you will receive an e-mail confirming receipt of your application. Your login and password will be e-mailed to you at a later date. If your e-mail address changes, you must contact the court or you will be unable to e-file. An e-mail address is required in order to E-file and receive E-notices.** NOTE: **DO NOT** use this form to submit an address change to the court. If your address has changed, you must contact the court directly per Local Court Rule AT-9. Please provide the court with up to two (2) courtesy e-mail addresses. These individuals will receive courtesy copies of the notices you receive.

(Please type your full name, including generation; e.g. Sr., Jr., II, III, etc.)

First Name: _____ Middle Name: _____ Last Name: _____ Generation: _____

E-Mail: _____ Telephone: _____

Courtesy Email #1: _____ Courtesy Email #2: _____

Firm: _____ Address: _____

City: _____ State: TX Zip Code: _____ Last 4 SSN: _____

Are you admitted to the bar of the Western District of Texas and a member in good standing or an attorney otherwise authorized to represent the United States? Yes: ☐ No: ☐

Are you a non-prisoner pro se litigant? Yes: ☐ No: ☐

NOTE: Non-prisoner pro se litigants must motion the Court for approval to become an Electronic Filing User. The Order granting your motion must accompany this registration form in order for your registration to be processed.

State Bar Card No: _____ State: TX

If admitted *pro hac vice*, please complete.

Date motion granted: _____ In case number: _____

By submitting this form, I agree to abide by all Court rules, orders, policies and procedures governing the use of the electronic filing system. I also consent to service by electronic means in the circumstances permitted under those rules, orders, policies, and procedures. I further consent to allow the court to provide e-mail notifications on my behalf to all parties registered with the ECF System in lieu of providing certificate of service per Local Court Rule CV-5 and CR-49. I understand that the combination of user id and password will serve as the signature of the filing user filing the documents pursuant to Rule 11 of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. Therefore as a filing user, I agree to protect the security of my password and immediately notify the Court if I suspect my password has been compromised.

I already have an ECF login that I use at another Court, which is _____ . Please assign the same login, if possible. (**Important Note: This login can not be your current PACER login.**)

_____ Signature of Registrant

_____ Date Signed

Print and submit the completed Registration Form via hand delivery or U.S. Mail to the address listed below:

U.S. District Clerk's Office
ATTN: Operations Department
727 E. Cesar E. Chavez Blvd., Suite A-500
San Antonio, Texas 78206