

Electronic Registration/Training

for Limited Users only

(Updated 9/9/13)

Registration for Limited Users

- **STOP – If you are a debtor, you cannot file documents electronically. You must either mail them in or bring them to the Clerk’s Office.**
- **STOP – If you are an attorney and you want to file new cases and/or adversaries - and related documents - then you must register as an attorney with *full* rights.**

The following instructions are geared for **non-attorneys/attorneys** who want to become ***limited*** electronic filers in CM/ECF and who are either:

1. A creditor attorney and will not be filing new cases or adversaries, **OR**
2. A creditor or a non-attorney filing on behalf of a creditor; **AND**
3. Will only be filing limited documents as listed in our Procedures Manual.

NOTE: Session will time out if too much time is taken to complete!

Registration for Limited Users

- Log on to www.insb.uscourts.gov

Click on **Registration**,
then on **CM/ECF**.

Electronic Case Filing

- Login ECF
- Login PACER
- Registration**
- Refresher Le
- Getting Start
- Terminate Limited User

States BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

Indianapolis Terre Haute Evansville New Albany

"Our mission is to provide courteous service and accurate information to the Court, Bar and public."

Kevin P. Dempsey, Clerk of Court

[Debtor Information](#) [Creditor Information](#) [Attorney Information](#) [Court Information](#)

Voice Case Information System (VCIS)
1.866.222.8029
[What is VCIS?](#)

Registration for Limited Users

ATTORNEY FULL ACCESS

I am an attorney seeking a CM/ECF account that will allow me to file new cases and pleadings.

1. Move cursor over text and click to open program.

LIMITED USER ACCESS

NOTE: If you only want to file, amend, or withdraw proofs of claim, consider filing through our ePOC/eWOC program which does not require a login or password.

I am a non-attorney or creditor attorney seeking a CM/ECF account that will allow me to file a limited scope of documents such as claims, reaffirmation agreements, and requests for notice.

ELECTRONIC FILING IS NOT AN OPTION. YOU MUST FILE YOUR DOCUMENTS BY MAIL OR IN PERSON.

Select Attorney Full Access Login if:

2. Make sure you want **limited** filing access

Note: will be above case filed.

Select Limited User Access Login if:

- You are a creditor attorney and will not be filing new cases or adversaries; or
- You are a creditor or a non-attorney filing on behalf of a creditor; and
- You will only be filing limited documents as listed in our Procedures Manual.

Registration for Limited Users

CM/ECF Registration

Indiana Southern Bankruptcy Court

Last Name

Your Last Name

Email Address

Your Email Address

Begin Registration

1. Enter last name and email address.

NOTE: You are requesting a Limited User login which limits the documents that may be filed.

2. Click **Begin Registration**.

Registration Information

Applicant information

By submitting this request, the registrant agrees to abide by all requirements as noted during the registration process.

* Indicates Required Fields

First Name *

Your Legal First Name

Middle Name

Your Middle Name

Last Name *

Your Last name

Generation

Sr, Jr, II, III, Etc.

Contact Information

Firm Name Lookup

Firm or Company Name

Address 1 *

Mailing Address, Line 1

Address 2

Mailing Address, Line 2

Address 3

Mailing Address, Line 3

City *

City of Address

State *

State of Address

Zip Code *

Zip Code of Address

Telephone *

Your Telephone Number

Fax

Your Fax Number

Email Address *

Your Email Address

1. Complete all lines marked with an *. DO **NOT** USE ALL UPPER CASE LETTERS.

2. Click **Next**.

Back

Next

Registration for Limited Users

CM/ECF Registration

Indiana Southern Bankruptcy Court

CM/ECF Login Information

Please complete the information below

** Indicates Required Field*

Desired Username *

Desired ECF Username



Desired Password *

Desired ECF Password



Retype Password *

Retype Desired Password

and password you
CM/ECF. Please note
names are case sensitive.
recommend that you
using only lower-case

letters. You may also include numbers in
your user name.

If you already have a CM/ECF user name in
another court, you may enter that user
name and password. Please note,
however, that passwords will not be
synchronized between multiple CM/ECF
accounts with the same user name.

1. Complete all lines marked
with an *.

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Next

2. Click **Next**.

Registration for Limited Users

CM/ECF Registration

Indiana Southern Bankruptcy Court

Confirm Your Application

Registration Information:

Name: Karen Wrenn

Address: 121 W. Spring Street
New Albany, IN 47150

Telephone: 812-542-4542

Fax:

Email: karen_wrenn@insb.uscourts.gov

Terms of Registration

CM/ECF USER AGREEMENT

[NOTE: Print (Ctrl p) this Agreement for future reference.]

By checking the box below, the applicant agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The applicant also agrees to the following terms:

[APPLIES TO ALL APPLICANTS]

Make sure you print this page for future reference. (Page continued on next slide.)

Registration for Limited Users

[APPLIES TO LIMITED USERS ONLY]

1. A limited user is authorized to file limited documents. (To see the Court's CM/ECF Procedures Manual for a listing of those limited documents, click [here](#).)

2. Accessing the limited user's account to monitor general activity in any case in which this limited user has not filed a document is beyond the scope of the limited filing privileges. The limited user's account is only intended for the filing of specific transactions as listed in the Procedures Manual. In order to view and retrieve electronic docket sheets and documents available in CM/ECF, the limited user must access PACER. [Note: A PACER user ID 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.]

3. If the limited user is an attorney, law firm, or agent of the creditor on whose behalf documents are being filed electronically, the limited user must be authorized to file electronically on behalf of the creditor, law firm, or agent. If the limited user is not an attorney, law firm, or agent, the limited user must promptly notify the Clerk.

1. Check this box to accept the terms.

I accept the above "Terms of Registration" as such terms apply to my CM/ECF filing privileges.

Please verify that all your information is correct before submitting your application. Go back to the previous pages if you need to make any corrections.

Back

Submit

2. Click Submit.

Registration for Limited Users

All prerequisites listed on this page must be met before registration is approved. Page continued on next slide.

IMPORTANT!!!!

These requirements must be met before registration is approved:

- **Confirm email**
- **Complete training**
- **Submit registration form**



Confirm Email

An email has been sent to karen_wrenn@insb.uscourts.gov. Please open the email and click the provided link to confirm your email in the CM/ECF system.



1. Complete Training

Click on a link to access appropriate training module:

[Attorney for Debtor Training](#)
[Attorney for Creditor Training](#)
[Limited User Training](#)

NOTE: If training was previously received from another bankruptcy court, skip to Submit Registration Form.



2. Submit Registration Form with Original Signature

Click on a link to submit appropriate registration form:

[Attorney Registration Form](#)
[Limited User Registration Form](#)

NOTE: Training must be completed prior to submitting registration form.

Registration for Limited Users

1st – Confirm your email.

2nd – If you've had training, just complete the registration form.

If you haven't had training, you **MUST** complete our online training modules. Pick the appropriate link.

3rd – Complete registration form and email to E-Registration Group.

Admission Type: **Limited Use**

Bar ID:

Bar State:

Prerequisites



Confirm Email

An email has been sent to karen_wrenn@insb.uscourts.gov. Please open the email and click the provided link to confirm your email in the CM/ECF system.



1. Complete Training

Click on a link to access appropriate training module:

[Attorney for Debtor Training](#)
[Attorney for Creditor Training](#)
[Limited User Training](#)

NOTE: If training was previously received from another bankruptcy court, skip to Submit Registration Form.



2. Submit Registration Form with Original Signature

Click on a link to submit appropriate registration form:

[Attorney Registration Form](#)
[Limited User Registration Form](#)

NOTE: Training must be completed prior to submitting registration form.

Registration for Limited Users

Dear (Applicant),

DO NOT DELETE THIS EMAIL. Please keep this email until you complete your registration. Use the link below to monitor the status of your registration.

Confirm your email by clicking on this link.

To complete the registration process, you **must**:

1. Confirm your email address by clicking on this link:

(Link to confirm email address)

2. Complete training.

3. Submit original form.

Failure to complete the process in its entirety will result in cancellation of your registration request.

Thank you,

Clerk of Court

Registration for Limited Users

Please Note

Users are required to complete all learning modules in one sitting. Please set aside at least 30 minutes to complete this training lesson.

For review purposes, a Refresher Learning Module with each of these modules is available

Begin training here. (Takes a few minutes to load modules.)

[Click here to start](#)

Maintain Your ECF Account

Changing Your Password

Clearing Cache

GO THROUGH ALL MODULES
IN ONE SITTING.

There are a series of 8
modules or lessons. These
are the first 3 modules.
Follow the instructions on
each screen. (It takes a few
seconds to automatically
load the next module.)

After training, you must complete the registration form and email to the E-Registration Group.

Case Flag: FMCertDue,

The Notice of Electronic filing is the verification that the filing has been received by the Court's official court. This is your filing.

Congratulations!!!
Completed Electronic Case Filing Training.
[Click here to continue the registration process.](#)

Notice of Electronic Filing

The following transaction was received from James D. Attorney entered on 11/17/2012 at 11:17 AM EST and filed on 11/17/2012

Case Name: John Doe
Case Number: [12-70007-7](#)
Document Number: [11](#)

Docket Text:

Withdrawal of Motion to Abandon, Motion for Relief from Stay, filed by James D. Attorney Jr. on behalf of Creditor ABC Creditor (re: Doc # [6]). (Attorney, James D.)

The following document(s) are associated with this transaction:

Document description: Main Document

After completing all fillable boxes, print off, sign, and email back to E-Registration Group!
(Form continued on next slide.)

ELECTRONIC CASE FILING (ECF) SYSTEM LIMITED USER REGISTRATION FORM

Those seeking to register for a limited user account on the Court's Electronic Case Filing System will have privileges to file limited documents electronically. (**NOTE:** Attorneys filing documents electronically **must** complete the Attorney Registration Form.)

The following information is required for registration:

ALL LINES MUST BE COMPLETED BEFORE SUBMITTING

Complete Name:

(First) (Middle) (Last) (Gen)

Company Name:

MUST provide

Tax ID/EIN:

Primary E-Mail Address:

(Note: If this Application replaces a previous employee, complete a [Termination](#) form.)

You are required to receive training on CM/ECF prior to activation of an account. Training may be taken from any federal **bankruptcy** court. (Note: Do not submit this form until training has been completed.)

Name one bankruptcy court where training was received and date of training.

(Court Name)

(Training Date)

Sign your name here!
Then email to address below.

The information a

knowledge.

Date

Written Signature of Applicant

(Note: Once form is completed, print, sign, scan to pdf, and email to: E_Registration@insb.uscourts.gov)

Print Form

Registration of Limited Users

Dear (Applicant)

We are unable to grant your registration request to file electronically in the Bankruptcy Court for the Southern District of Indiana at this time because you failed to complete the registration process.

If you want to file electronically in our Court, you must:

1. Restart the process by clicking on this link:

<https://ecf.insb.uscourts.gov/AttorneyReg/>

2. Follow directions on all screens

3. Confirm email

4. Complete training

5. Submit original form.

If you have any questions, contact the Bankruptcy Clerk's Office at e-registration@insb.uscourts.gov.

Thank you,

Clerk of Court

If you get this email, you have to start the whole process over. Click on this link to restart process.

Registration for Limited Users

Dear (Applicant)

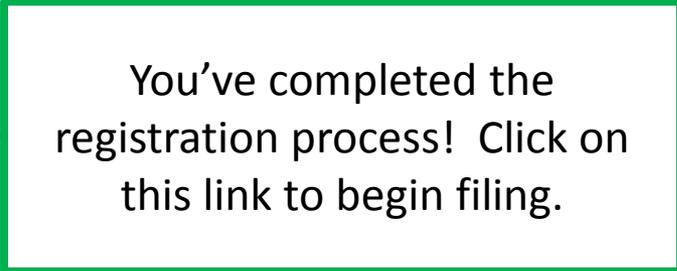
Your CM/ECF registration to e-file in the Bankruptcy Court in the Southern District of Indiana has been approved.

Your user name is: (Applicant's User Name). Your password is the one you chose. If you have forgotten your password or it has been compromised, a new password may be set through the **Forgot Your Password?** option on the CM/ECF or PACER login screen.

(Link to CM/ECF)

Thank you,

Clerk of Court



You've completed the registration process! Click on this link to begin filing.