



**United States District Court
District of Maine**

ECF REGISTRATION FORM

Background: This form is used to register for an account on the Electronic Case Files (ECF) System. Registered users will have privileges to electronically submit documents and to view the electronic docket sheets and documents.

Instructions: Complete the form online, print, sign, return it to the Clerk's Office at the address below or via email **newcases.portland@med.uscourts.gov**. A user log-in name and password for access to the ECF system will be issued to you upon receipt of the fully completed form. All information is required, including your original signature, except where noted.

Questions? Check our website at **www.med.uscourts.gov**

Name:

(First, Middle Initial, Last)

Telephone:

E-mail address:

Firm Name:

Firm Address:

Place of Birth:

(For security and confirmation purposes)

By submitting this account registration form, the undersigned agrees to the following:

1. I agree that the combination of the user log-in name and the password will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure. I further agree to protect the security of my password and to immediately notify the Clerk's Office as soon as I learn that my password may have been compromised.
2. In accordance with the provisions of F.R.Civ.P.5(b)(2)(D), I agree that service may be given to me by electronic means.
3. I agree to waive the provisions of F.R.Civ.P.77(d) and F.R.Crim.P.49(c) providing for service of notice of the entry of an order or judgment by mail and I consent that such notice may be served by electronic means.
4. I agree that all transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved civil and criminal event menus of the ECF system.
5. I am a member of the bar and in good standing.

Signature:

Date:

Return this form to:

Christa K. Berry
Clerk, U.S. District Court
Attn: ECF Registrations
156 Federal St.
Portland, ME 04101

COURT USE ONLY:

Login assigned	
Password assigned	
Issuer	
Date test e-mail sent	
Date reply returned	
Date login sent to user	
Date scanned	

You will be notified of your user log-in and password by electronic mail.