

United States District Court
for the District of South Carolina

ECF REGISTRATION FORM
FOR ATTORNEYS ALREADY ADMITTED TO PRACTICE

This form is used to register for an account on the District of South Carolina Electronic Filing System. Registered attorneys (Filing Users) will have privileges to electronically submit documents and to view the electronic documents. By registering, attorneys consent to receiving electronic notice of filings through the system.

Please complete the following required information to register for ECF:

Last Name: _____ First Name: _____ Middle Initial: _____

If appropriate, select one: Senior Junior II III Other _____

Firm Name: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the District of South Carolina pursuant to Local Civil Rule 83 DSC and Local Criminal Rule 57 DSC.

E-Mail Address for Electronic Service: _____

Training is REQUIRED. Check one or both of the following training options you have completed:

- I have completed the entire online tutorial OR
 I received court approved training from the District of _____ on _____.

By submitting this registration form, the undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed. R. Crim. P. 49(b)-(d) via the Court's electronic filing system. The combination of the Filing User's login, password, and s/[typed name] or digital signature serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised by an unauthorized user.

E-mail this form to:
ecf_registration@scd.uscourts.gov

OR

Mail this form to:
USDC ECF Registration
901 Richland Street
Columbia, SC 29201

(If you email the form,
you do NOT need to
mail it!)

(Signature/Date)
Once your registration is complete, you will receive notification by e-mail as to your user id and password needed to access the system. Procedures for using the system will be available for downloading when you access the system via the internet.

Court Use Only:
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