

**United States District Court  
for the District of South Carolina**

**ECF MULTIDISTRICT LITIGATION ATTORNEY REGISTRATION FORM**

This form is for use by attorneys in multidistrict litigation transferred to this Court from other district courts who desire to become *Filing Users* of the *Electronic Case Filing System (ECF System)*. A *Filing User* and the *ECF System* are defined in the ECF Policies and Procedures on the Court's website. Rule 1.4 of the Rules of the Judicial Panel on Multidistrict Litigation states "[a]ny attorney of record in any action transferred under [28 U.S.C.] Section 1407 may continue to represent his or her client in any district court of the United States to which such action is transferred."

To use the *ECF System*, multidistrict litigation attorneys must submit this form to register for an account. Registered attorneys will have privileges to electronically submit documents and to view the electronic documents. By registering, attorneys consent to receive 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: (\_\_\_\_) \_\_\_\_\_

District of South Carolina Case number for the MDL case: \_\_\_\_\_

District Court and Case number of transferred case: \_\_\_\_\_

Federal Bar ID or District Court ID Number: \_\_\_\_\_ for the District of \_\_\_\_\_

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.**

\_\_\_\_\_  
(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.

**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!)

**Court Use Only:**  
Login Assigned: \_\_\_\_\_  
Password Assigned: \_\_\_\_\_