



I understand that I must immediately notify the Court of any change in my address, phone number, and email address and that if I fail to do so, my appearance in this case will be terminated.

Respectfully submitted,

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Signature

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Printed Name

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Agency

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Address

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City, State, Zip Code

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Phone Number

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Fax Number

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Email Address



## U.S. District Court

*For The  
District  
of Maryland*

### Electronic Case Files Attorney/Participant Registration Form

This form is to be used to register for a ***Federal Government*** account on the Court's Electronic Case Files (ECF) System. Registered attorneys will be able to electronically file documents. The following information is required for registration:

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Generation \_\_\_\_\_

Last four digits of Social Security number (for security verification) \_\_\_\_\_

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Voice Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Internet Email Address \_\_\_\_\_

1. This system is for use only in cases before the ***U.S. District Court for the District of Maryland***. It may be used to file electronic documents.
2. An attorney's/participant's password issued by the court combined with the user's login serves as and constitutes the attorney's/participant's signature.
3. An attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect that the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. The court will immediately delete the password from the Electronic Case Filing System and issue a new password.
4. Registration as a user constitutes:
  - a) Consent to receive notice electronically where notice is required by statute or rule and waiver of notice by any other means; and
  - b) Consent to electronic service and waiver of service by any other means, except for original process.
5. Attorneys must be members in good standing of the bar of this court, or permitted by statute or Local Rule to appear without being a member of the bar, to file papers electronically.

**Please include this completed form with your Request for Entry of Appearance.**