

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA

CM/ECF TRAINING WAIVER REQUEST FORM

The United States District Court, Western District of Louisiana, requires that an attorney attend a training class before the attorney is given a user login and password to electronically file in this court. However, an attorney may waive electronic training in this Court if the attorney has been trained to electronically file in another district or bankruptcy court.

If you have previously used CM/ECF to electronically file documents in another district or bankruptcy court or have previously attended training in electronic filing in another district or bankruptcy court or have a staff member who attended a training class in your place in another district or bankruptcy court, you may request a training waiver by filling out the information listed below. **In addition, you must also submit a signed CM/ECF Attorney/Participant Registration Form which can be found on the Court's website at www.lawd.uscourts.gov.**

Please type or print:

Prior CM/ECF Filing Experience:

I hereby certify that I have previously filed using CM/ECF in the United States (check one)

_____ District Court _____ Bankruptcy Court for the _____ District of _____.

Or, Prior CM/ECF Training Experience:

I hereby certify that I have attended CM/ECF training in the United States (check one)

_____ District Court _____ Bankruptcy Court for the _____ District of _____.

Or, Staff Attended CM/ECF Training For You:

I hereby certify that my staff member, _____, has attended training in the United States (check one)

_____ District Court _____ Bankruptcy Court for the _____ District of _____.

I will allow this staff member to obtain my user login and password.

I certify that I understand how to use the CM/ECF system and that I have read all court rules and procedures regarding CM/ECF. I authorize the Clerk's Office to issue me a user login and password.

Signature: _____ Date: _____

Printed Name: _____

La. State Bar Number: _____

Please bring to class or send to: U. S. District Court, Western District of Louisiana, by fax at (318) 676-3962 or (318) 934-4715, or by mail, 300 Fannin St., Suite 1167, Shreveport, LA 71101.