

**United States District Court
Western District of Louisiana
Electronic Case Filing System
Attorney/Participant Registration Form**

This form shall be used by attorneys and other participants to register to electronically file in the U.S. District Court, Western District of Louisiana. The following information is required for electronic filing registration:

Please print or type

First/Middle/Last Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Telephone Number: _____

FAX number: _____

E-Mail Address for Attorney/Participant: _____

Secondary Email Address: _____

(Secretary, central repository, etc.)

****Note: Only attorneys admitted to practice in the Western District of Louisiana or appearing provisionally (such as an attorney appearing pro hac vice, or representing the United States) will be authorized to electronically file documents in this court. An attorney must also show that he/she has attended an electronic filing training class or may waive training. The attorney must request e-filing access via PACER at www.pacer.gov.**

****By submitting this registration form, the undersigned agrees to abide by all Court rules, orders, 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) electronically. The combination of the user id and password serves as the signature of the attorney filing the documents.**

Date

Attorney/Participant Signature

Please return the completed form to: atty_info@lawd.uscourts.gov

Contact Help Desk for more information at 1-866-323-1101 or
CMECF_HelpDesk@lawd.uscourts.gov.

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