

**The United States District Court
for the District of Wyoming**

ECF Registration Form

The information on this form is required to register for an account on the Court's Electronic Case Filing (ECF) system. Only those registered with the Court's ECF system will be able to electronically file documents with the Court. Please type your information in the fields below:

Personal Information:

Last Name:	First Name:
Middle Initial:	Suffix (Sr., Jr., etc.)
Last 4 Digits of SSN:	
Are you a member in good standing of the bar for the U.S. District Court for the District of Wyoming? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", date admitted: <small>(See Local Rule 84.2)</small>	
If "No", state the basis for your registration (e.g. admitted <i>pro hac vice</i> , mediator, etc.):	
State Bar Number:	State Admitted:

Firm/Office Information:

Firm Name:		
Street Address:		
Mailing Address (if different than street address):		
City:	State:	ZIP:
Phone (include area code):		Fax:
E-mail: <small>(Transmission of ECF Notices to this address constitutes Service under the Federal Rules)</small>		
Additional E-mail Addresses (optional - limit of 2) (courtesy copies of ECF Notices will be transmitted to these addresses):		
1:	2:	

Other ECF Accounts:

<input type="checkbox"/> I have an ECF account in another district.
Checking this box and providing the name of the federal district court that you have an account in will exempt you from the training requirement.
District:
Leaving this section blank indicates that you have not e-filed in another district. You will need to contact the Clerk's Office for training before you will be issued a login and password. Please email us at wyoDCclerks@wyd.uscourts.gov or dial either 307/433-2120 or 307/232-2620 to arrange training.

Print, Sign, Date and Submit completed form with original signature to:

CM/ECF Registration
Clerk of District Court
2120 Capitol Avenue, Room 2131
Cheyenne, WY 82001

BY COMPLETING THIS FORM YOU CERTIFY AND AGREE TO THE FOLLOWING:

- 1: I have read the Court's most recent online documentation: the CM/ECF Policies and Procedures Manual, and General Orders (regarding electronic filing) located at: <https://www.wyd.uscourts.gov/sites/wyd/files/cmprocmanual.pdf>, and the Local Rules located at: <https://www.wyd.uscourts.gov/court-info/local-rules-and-orders/local-rules>.
- 2: I agree that the combination of my User Login and Password will serve as my signature for purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and any applicable statute or regulation of the United States. Consequently, I agree to protect the security of my User Login and Password.
- 3: If I suspect someone is using my User Login and Password without my permission, I agree to change my password immediately using the ECF system's utility menu, and to notify the Clerk by e-mail at: wyd_cmecf@wyd.uscourts.gov
- 4: A participant's registration with the Court's ECF system shall constitute a waiver of conventional service of papers. Other than service of a summons or complaint, I agree that the service required by Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(c) shall be given to me by electronic transmission through the Court's ECF system to the E-Mail Address provided on page one. I agree that the notice of electronic filing provided to me, at the e-mail address I specified, via the CM/ECF system constitutes service for the purpose of Fed. R. Civ. P. 5, Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(c).
- 5: I agree that I shall e-file in only those cases designated as an electronic case by the Court.
- 6: I understand that my User Name and Password will be assigned at training.

Signature

Date

Printed Name

For Court Use Only

User Login Assigned: _____

Date Login Created: _____

Initials of person assigning login: _____