

**UNITED STATES BANKRUPTCY COURT - DISTRICT OF MARYLAND
ELECTRONIC PROOFS OF CLAIM
CREDITOR/CREDITOR DESIGNEE REGISTRATION FORM**

Entities filing proofs of claim, transfers of claim, or reaffirmation agreements in cases pending in the U.S. Bankruptcy Court for the District of Maryland (“Creditors”) that desire to be authorized to file such documents electronically should complete this registration form and submit it to the Clerk of the Court.

“Firm” is the name of the Creditor entity on whose behalf an employee or agent (“Creditor’s Designee”) is to be issued a login and password. The employee or agent will be authorized to file electronically: proofs of claim, transfers of claim, or reaffirmation agreements for the Creditor. A separate form must be completed for each separate corporate or other distinct legal entity.

By submitting this registration form, the undersigned Creditor/Creditor’s Designee agrees that:

1. Every proof of claim, transfer of claim, and reaffirmation agreement be signed by the Creditor’s Designee. Federal Bankruptcy Rule 9011, Official Form No. 10, and Local Bankruptcy Form E. The Creditor’s Designee will insure that an “/s/” accompanied by the typed first and last name of the Creditor’s Designee is attached to or made part of each proof of claim, transfer of claim, and reaffirmation agreement filed electronically. (The password issued to a Creditor’s Designee identifies that person each time he/she logs on to the CM/ECF system.)
2. The use of the password for the Creditor’s Designee serves as his/her signature for purposes of indicating agreement and responsibility to comply with the orders and procedural directions of this Court concerning the electronic filing of proofs of claim, transfer of claim, and reaffirmation agreement.
3. The Creditor’s Designee must protect and secure the password issued by the Court. It is the responsibility of the Creditor’s Designee to notify the Court immediately if they suspect their password has been compromised. The Court will thereafter delete that password and issue a new one.
4. If the Creditor’s Designee ceases to be authorized to file on the creditor’s behalf, the Creditor’s Designee will notify the Clerk in writing and will cease using that login and password. The Creditor’s Designee will promptly submit an amended registration form reflecting changes in status.
5. The undersigned has read Administrative Order No. 03-02.

I certify under penalty of perjury that I am properly authorized to submit this Creditor’s Designee Filer Registration Form on behalf of the firm identified above.

Applicant’s Name (First & Last) _____ Firm/Agency: _____

Applicant's Signature: _____ Date: _____

Applicant’s Phone Number: _____

Signature of Authorized Supervisor of Applicant: _____