



## Attorney/Creditor Registration Form

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2. At this time, the requirements for filing, viewing, and retrieving case documents are: a computer with high-speed internet access, web browser, and portable document format (PDF) software.
3. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's or participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's or participant's signature. Therefore, an attorney or participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney or participant to immediately notify the court. The attorney or participant should change the password immediately.
4. An attorney's/creditor's registration will constitute a waiver in law of conventional service of documents. The attorney/creditor agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.
5. The undersigned applicant agrees to abide by the most recent General Order, Administrative Procedures for Electronic Case Filing Manual and all technical and procedural requirements set forth therein.

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Applicant Signature

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### Return form to the U.S. Bankruptcy Court by:

Mail: U.S. Bankruptcy Court  
Southern District of Iowa  
Attn: Patty Ciechanowski  
110 E Court Avenue, Suite 300  
Des Moines, IA 50309

E-mail: [pjc@iasb.uscourts.gov](mailto:pjc@iasb.uscourts.gov)

Fax: (515) 284-6399

**Upon approval your login and password will be sent to the e-mail address you provided on this form.**