CM/ECF Account Registration Form

Use this form to register for an account on the court's Case Management/Electronic Case Files (CM/ECF) system. Registered attorneys will be able to submit documents electronically in those cases designated as electronic cases in the CM/ECF system.

All fields with an asterisk (*) are required.

Once completed, please save as pdf and email to: CFC_CMECFHelpDesk@ao.uscourts.gov

First Name*:

Middle Name:

Last Name*:

Generation (Sr., Jr., III, etc.):

Firm Name:

Address*:

City*:

State*: ZIP Code*:

Phone Number*:

Fax Number:

E-mail Address*:

Does your e-mail software support HTML messages?* ☐ Yes ☐ No

(Contact your local IT staff if uncertain.)

1. The CM/ECF system is for use only in those cases designated by the U.S. Court of Federal Claims as electronic cases. The system may be used to file electronic documents and to view documents, docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete and submit an Account Registration Form. An attorney must be a member of the court's bar to register.
3. An attorney's login and password issued by the court serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the password issued by the court. If there is any reason to suspect the password has been

compromised, it is the duty and responsibility of the attorney to change the password immediately and to notify the court.

4. An attorney desiring to file pleadings or other papers electronically must pass the court's online CM/ECF Certification Test.
5. Although the court manages the procedures for electronic filing, all public access to electronic case files occurs through the Public Access to Court Electronic Records (PACER). A PACER login is required in addition to the CM/ECF password issued by the court. To register for a PACER account, a user must complete the online form or submit a registration form, available on the PACER website.
6. By submitting this registration form, the registrant agrees:
    a) to abide by all of the rules and procedures set forth in Appendix E, RCFC and the User Manual for Attorneys; and
    b) to service by electronic means.

This registration form will expire if all conditions for registration are not met within 30 days from the date submitted. The court will send the registrant a login and password via e-mail to the address listed on this form once all registration conditions are met.