

2 | REGISTRATION/PASSWORDS

- 2.1. Unless an attorney is granted an exemption, an attorney must register to file and serve documents electronically using the ECF system. Registration by non-incarcerated pro se parties is voluntary.
- 2.2. To register as a user of the ECF system, an attorney or pro se party must submit to the PACER Service Center a completed ECF Registration form. PACER Service Center contact information is shown in Section 13. An attorney must be a member of the Eleventh Circuit bar, admitted for a particular proceeding under 11th Cir. R. 46-3, admitted pro hac vice in a particular case, or appearing in a particular case as a pro se party.
- 2.3. In addition to ECF registration, the attorney, the attorney's firm, or the pro se party must have a PACER account and an e-mail address. The log-in and password for ECF access will be used to file documents electronically with the Court.
- 2.4. Upon receipt of the attorney or pro se party's registration information from the PACER Service Center, the clerk will determine eligibility and activate the ECF Filer's account. Authorized use of an ECF Filer's log-in and password by another is deemed to be the act of the ECF Filer. If a log-in and/or password should become compromised, the ECF Filer is responsible for notifying the PACER Service Center (see contact information in Section 13).
- 2.5. An ECF Filer whose e-mail address, mailing address, telephone number, or fax number changes from that disclosed on the filer's original ECF Registration form must promptly notify the PACER Service Center. Service by the clerk on an obsolete e-mail address will still constitute valid service on an ECF Filer if the filer has failed to notify the PACER Service Center of a new e-mail address.

