

United States District Court for the District of South Carolina

ECF MULTIDISTRICT LITIGATION ATTORNEY REGISTRATION FORM

This form is for use by attorneys in multidistrict litigation transferred to this Court from other district courts who desire to become Filing Users of the Electronic Case Filing System (ECF System). A Filing User and the ECF System are defined in the ECF Policies and Procedures on the Court’s website. Rule 1.4 of the Rules of the Judicial Panel on Multidistrict Litigation states “[a]ny attorney of record in any action transferred under [28 U.S.C.] Section 1407 may continue to represent his or her client in any district court of the United States to which such action is transferred.”

To use the ECF System, multidistrict litigation attorneys must submit this form to register for an account. Registered attorneys will have privileges to electronically submit documents and to view the electronic documents. By registering, attorneys consent to receive electronic notice of filings through the system.

Please complete the following required information to register for ECF:

Last Name: _____ First Name: _____ Middle Initial: _____

If appropriate, select one: Senior Junior II III Other _____

Firm Name: _____

Address: _____

City, State: _____ Zip Code: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

District of South Carolina Case number for the MDL case: _____

District Court and Case number of transferred case: _____

District Court ID Number: _____ for the District of _____

E-Mail Address for Electronic Service: _____

If registered for ECF in another Federal court, please provide:

Your Login Name: _____ and District: _____

Training is REQUIRED. Check one or more of the following training options you have completed:

- I have completed the entire online tutorial OR
 I have completed all of the computer-based training modules OR
 I received court approved training* on _____
*Training by another district satisfies this district’s training requirement.

By submitting this registration form, the undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed. R. Crim. P. 49(b)-(d) via the Court’s electronic filing system. The combination of the Filing User’s login, password, and s/[typed name] or digital signature serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised by an unauthorized user.

Fax this form to:
ECF Registration
803.765.5108

OR (If you fax the form, you do NOT need to mail it!)

Mail this form to:
USDC ECF Registration
901 Richland Street
Columbia, SC 29201

(Signature/Date)
Once your registration is complete, you will receive notification by e-mail as to your user id and password needed to access the system. Procedures for using the system will be available for downloading when you access the system via the internet.

Court Use Only:
Login Assigned: _____
Password Assigned: _____