



Out of State Attorney Registration

1. The CM/ECF Attorney Registration Portal may be accessed by clicking on the “Register for CM/ECF – Out of State” link through the court’s website under “For Attorneys/General Information” or by navigating to the following URL and selecting the “Out of State Attorney” Option.: <https://ecf.deb.uscourts.gov/AttorneyReg/>
2. Once there, Out of State Attorneys looking to obtain an ECF account for notification purposes, will need to click on the “ATTORNEY FULL ACCESS” option indicated in the below illustration:

CM/ECF Registration

Delaware Bankruptcy Court

ATTORNEY FULL ACCESS

I am an **attorney** seeking a CM/ECF account that will allow me to file new cases and pleadings.

* Filing access will be restricted for Out of State Attorneys.

OR

I am a **non-attorney** or creditor attorney seeking a CM/ECF account that will allow me to file a limited scope of documents such as reaffirmation agreements and requests for notice.

If you are an appointed Mediator in a case, please contact the helpdesk at 302-252-2887 upon registering to request access to the Mediation Menu in ECF.

You do not have to be a registered CM/ECF user to file claims electronically.

If you wish to file a claim, please access our electronic claims filing system. For further information please visit <http://www.deb.uscourts.gov/claims-information>

Please note: this registration is not required, if you are only interested in filing claims. If you wish to file electronic claims, click here <https://ecf.deb.uscourts.gov/cgi-bin/autoFilingClaims.pl>

3. Next, you will be prompted to provide your “Last Name”, “Email Address”, and “State Bar ID” as seen below:

CM/ECF Registration

Delaware Bankruptcy Court

Last Name
Your Last Name

Email Address
Your Email Address

- and/or -

Your State Bar ID:
Your State Bar ID

I understand that I am required to complete my own application for CM/ECF registration. This requirement is imposed because of the acceptance of the Terms of Registration that are included in the application.

Begin Registration

You do not have to be a registered CM/ECF user to file claims electronically.

If you wish to file a claim, please access our electronic claims filing system. For further information please visit <http://www.deb.uscourts.gov/claims-information>

Please note: this registration is not required, if you are only interested in filing claims. If you wish to file electronic claims, click here <https://ecf.deb.uscourts.gov/cgi-bin/autoFilingClaims.pl>

4. Following this, you will then be instructed to fill out the remaining personal information as indicated in the drawing below required for account completion.

CM/ECF Registration

Delaware Bankruptcy Court

Registration Information

Applicant information

** Indicates Required Fields*

First Name *
Your Legal First Name

Middle Name
Your Middle Name

Last Name *
Your Last name

Generation
Sr, Jr, II, III, Etc.

Bar ID * 
Your Bar ID

This information must be completed to be registered for the CM/ECF system.

Note: Please enter your full legal name matching your state bar membership.

If you do not have a Bar ID, please enter 'n/a'

Contact Information

Firm Name Lookup
Firm or Company Name

Address 1 *
Mailing Address, Line 1

Address 2 *
Mailing Address, Line 2

Address 3 *
Mailing Address, Line 3

City *
City of Address

State * 
State of Address

Zip Code *
Zip Code of Address

Telephone *
Your Telephone Number

Fax
Your Fax Number

Email Address *
Your Email Address

Back **Next**

- Next, provide the requested username and password that will be used to finish the creation of your account.

CM/ECF Registration

Delaware Bankruptcy Court

CM/ECF Login Information

Please complete the information below

* Indicates Required Field

Desired Username
Desired ECF Username

Desired Password
Desired ECF Password

Retype Password
Retype Desired Password

Enter the username and password you would like for CM/ECF.

If you already have a CM/ECF username in another court, you may request that same username and password. If it is available, it will be assigned to you. However, that password will not be synchronized between multiple CM/ECF accounts with the same username.

This information should be kept in a secure place that can be referred to, because the court is unable to provide you with your password. The system will allow you to reset your password if it should be lost or compromised.

- Finally, you will reach the confirmation screen and will be ready to submit your account request for approval.

CM/ECF Registration

Delaware Bankruptcy Court

Confirm Your Application

Registration Information:

Name: John A Rebeck
Address: Test Firm
956 Windrow Way
Street Address 2
Apartment or Suite Number
Magnolia, DE 19962
Telephone: 302-387-2843
Fax:
Email: rob_rebeck@deb.uscourts.gov

Terms of Registration

By submitting this application, the applicant agrees to comply with all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The applicant also agrees that the combination of username and password serves as the signature of the registered user filing the documents pursuant to the Federal Rules of Civil Procedure, the Federal Rules of Bankruptcy Procedure and the Local Rules of this court. Registered users must protect the security of their passwords and shall immediately notify the office of the Clerk of Court if they learn that their password has been compromised. By submitting this application, the applicant consents to receiving electronic notices of filings in accordance with the provisions of Fed. R. Civ. P. 5(b), Fed. R. Civ. P. 77(d), Fed. R. Bankr. P. 7005 and Del. Bankr. L. R. 5005-4.

By submitting this application, the applicant acknowledges that full use of the electronic filing system requires the establishment of a PACER account. Visit <http://pacer.psc.uscourts.gov> for more information.

Prior to using the electronic filing system, registered users are encouraged to view the Electronic Learning Modules (ELMs) available on the Court's website at <http://www.deb.uscourts.gov/cmecf-attorney-training>.

I accept the above "Terms of Registration" as such terms apply to my CM/ECF filing privileges.

Please verify that all your information is correct before submitting your application. Go back to the previous pages if you need to make any corrections.

7. While the forms have all been successfully completed at this point, a few more steps remain before the account is fully activated.
8. First, a confirmation email will be sent to make sure everything is accurate with the provided information. You will need to confirm your email address before your CM/ECF account can be approved. After you have confirmed your email address, court staff will then review the account and submit a final approval email to you within approximately 24 hours of receipt.
9. As this is an out of State account, CM/ECF access will be granted for the sole purpose of receiving electronic notices. Filing access will be restricted.

In order to receive electronic notices once you have an active account, click on [Utilities][Maintain Your ECF Account]:

The screenshot shows the ECF Utilities menu with the following structure:

- ECF** (Logo)
- Bankruptcy | Adversary | Query | Reports | Utilities
- Utilities**
- Your Account**
 - CM/ECF Login
 - Change Your Client Code
 - Change Your PACER Account
 - Change Your Password
 - Maintain Your ECF Account** (highlighted with a red box)
 - Review Billing History
 - Clear Default PACER Login
 - View PACER Account Information
 - View Your Transaction Log
 - Internet Payment History
 - Internet Payments Due
- Edit Data**
 - Edit Claims
- Miscellaneous**
 - Claims Upload Log
 - Mailings...
 - Legal Research ...
- System Administrator Options**
 - Court Information
- AttorneyReg**
 - Attorney Reg Public Interface
- Miscellaneous**
 - eFinCert
- [Release 5.0 Menu Items](#)
- [Release 4.0 Menu Items](#)

On this screen, click the 'Email information' link:

The screenshot shows the 'Maintain User Account' form with the following fields and buttons:

- Last name:** Anemone
- First name:** Bonnie
- Middle name:** [Empty]
- Generation:** [Empty]
- Title:** [Empty]
- Type aty:** [Empty]
- Office:** [Empty]
- Add Headers to PDF Documents
- Address 1:** [Empty]
- Address 2:** [Empty]
- Address 3:** [Empty]
- City:** [Empty]
- State:** [Empty]
- Zip:** [Empty]
- Country:** [Dropdown menu]
- Phone:** [Empty]
- Fax:** [Empty]
- SSN/ITIN:** [Empty] 999-99-9999
- Tax Id/EIN:** [Empty] 12-1234567
- Bar ID:** [Empty]
- Bar status:** [Empty]
- Mail group:** [Empty]
- Initials:** [Empty]
- DOB:** [Empty]
- AO code:** [Empty]
- Person end date:** [Empty]
- Email information...** (highlighted with a red box)
- More user information...**
- Submit** button
- Clear** button

On this screen, check the box to 'Send notices in cases in which I am involved' and/or 'Send notices in these additional cases':

Email information for Bonnie Anemone

Primary email address Reenter primary email address

Secondary email address Reenter secondary email address

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases
You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML

Text

Click 'Return to Account screen' and click [Submit].