

Application for a Link to the Electronic Case Filing (ECF) System  
For Providers of Financial Management Courses

To get a link to file debtors' certificates of completion of financial management courses fill out your contact information and submit this form.

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

By signing and submitting this registration form I agree to the following:

1. Electronic signatures will be indicated by /s/ and the typed name of the person signing.
2. I may use the ECF system only to file financial management certificates specifically authorized by the court.
3. Pursuant to Rule 7005 of the Federal Rules of Bankruptcy Procedure, I will receive service of documents electronically.
4. I understand I must file my documents in a format directed by the court.
5. The United States Bankruptcy Administrator for the Middle District of Alabama approves applications for agencies or persons to provide personal financial management instructional courses for this district. I will not be able to file certificates of completion of financial management courses if I am not on the approved list found at [almba.uscourts.gov/baccpf2.htm](http://almba.uscourts.gov/baccpf2.htm).
6. If I fail to file a debtor's certificate of completion of a required course, or if I fail to file the certificate in a timely manner, my access to file will be revoked and the revocation will be reported to the Bankruptcy Administrator.
7. I certify the information submitted above is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

After completing the form, scan it in as a .pdf file, and name it like this example:  
Smith-Sally-ECF-20150324.pdf Then email it to IT@almb.uscourts.gov.