UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA

CM/ECF
ATTORNEY REGISTRATION FORM

This registration form is used by attorneys to register for a Case Management/Electronic Case Files (CM/ECF) account for use in U.S. District Court in the District of South Dakota. Registered attorneys will receive electronic notice when documents are filed in CM/ECF and be able to view documents, docket sheets, and other information in CM/ECF. Registered attorneys will be contacted to schedule a training session wherein they will learn how to electronically file documents in CM/ECF. Registered attorneys who complete the required training will be issued a login and password.

By submitting this registration form, the undersigned consents to electronic notice of filed documents. The undersigned also agrees to abide by the requirements and responsibilities as stated herein.

REQUIRED INFORMATION

First/Middle/Last Name: _____

Firm Name: _____

Firm Address: _____

_____

_____

Telephone Number: _____

Fax Number: _____

Primary E-mail Address
for Electronic Notice: _____

Secondary E-mail Address
for Electronic Notice: _____

_____

_____

Last 4 digits of your Social Security number
(will be used in your login ID): _____

If you have previously been trained to
electronically file documents in CM?ECF
please indicate in which court were you trained: _____

BAR INFORMATION

☐ I am a current member in good standing of the bar of this court.

☐ I am a resident assistant United States Attorney provisionally admitted to practice before this court.

☐ I am a resident assistant Federal Public Defender provisionally admitted to practice before this court.

☐ I am a resident Attorney representing an agency of the government provisionally admitted to practice before this court.

☐ I am a nonresident Attorney in good standing of the highest court of: _____

- ☐ I am designated as a Special Assistant United States Attorney by the U.S. Attorney for the District of South Dakota.
- ☐ I am appointed by the Attorney General of the United States.
- ☐ I am appointed by a federal agency with independent litigation authority to represent the interest of the government.
- ☐ I am hired by the Federal Public Defender's Office.
- ☐ I am employed by the North Dakota Public Defender's Office.

☐ I am a judge advocate of the armed forces of the United States.

IMPORTANT INFORMATION

- This registration only pertains to the CM/ECF system used in U.S. District Court in the District of South Dakota.
- Registered attorneys specifically consent to service by electronic means in accordance with the provisions of Fed.R.Civ.P. 5(b), Fed.R.Civ.P. 77(d), and Fed.R.Crim.P. 49(c).
- Registered attorneys must immediately notify the Clerk's Office of changes to their contact information using the CM/ECF INFORMATION UPDATE FORM posted on the U.S. District Court's website at www.sdd.uscourts.gov.

- Registered attorneys must ensure the primary and secondary email addresses associated with their CM/ECF account are current and that their mail boxes are configured to accept delivery of electronic notice from the CM/ECF system at all times. The Clerk's Office will make an attempt to resend bounced or failed emails, but will not be held responsible for email notices that fail to reach the attorney under these circumstances.
- Registered attorneys must register for a PACER account through the PACER Service Center website located at www.pacer.gov or at 1-800-676-6856. A PACER account may be necessary to look at certain documents and information entered in CM/ECF. Attorneys appointed pursuant to the Criminal Justice Act (CJA) should register for two PACER accounts, including a fee exempt account exclusively for doing work on their CJA cases.
- Registered attorneys who are issued a CM/ECF login and password must safeguard their password. If an attorney suspects his or her password has been compromised in any way, he or she must immediately notify the Clerk's Office. Upon notification, the Clerk's Office will delete the compromised password and issue the attorney a new password.
- Registered attorneys who are issued a CM/ECF login and password agree to abide by the most recent federal rules of procedure, local rules of practice, general orders governing electronic filing, and the procedural requirements outlined in the CM/ECF User Manual and Administrative Procedures posted on the U.S. District Court's website located at www.sdd.uscourts.gov. In particular, attorneys are responsible for the provisions contained in Rule 11 of the Federal Rules of Civil Procedure.
- Registered attorneys consent to entry of their primary and secondary e-mail addresses into this court's mass e-mailing system.

_____ _____

Attorney's Signature Date

Mail Original Form To: Clerk's Office, U.S. District Court
District of South Dakota
400 S. Phillips Ave., Room 128
Sioux Falls, SD 57104

FOR COURT USE ONLY	
Login Assigned	
Password Assigned	
Date Assigned	
Trained By	
Date Trained	