

**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA**

**ELECTRONIC CASE FILING SYSTEM
COURT REPORTER REGISTRATION FORM**

This form will be used to register for an account on the District Court's Case Management / Electronic Case File (CM/ECF) system. Registered court reporters will have privileges to electronically submit documents, and to view and retrieve electronic docket sheets and documents in the CM/ECF system. By submitting this registration form, the undersigned agrees to abide by the requirements stated herein.

This is a pre-registration only. Court reporters will be notified of their login and password upon completion of a required training program. Training sessions will be scheduled in the near future and all court reporters who pre-register will be notified when and where the training will be held.

The following information is required for registration:

First/Middle/Last Name: _____

Firm Name: _____

Firm Address: _____

Voice Telephone Number: _____

Fax Number: _____

Internet E-Mail Address: _____
Additional E-Mail Addresses: _____

Last 4 digits of your Social Security No: _____
(Will be used in your Login ID)

By submitting this registration form, the undersigned agrees to abide by the following rules:

- This system is for use only in the U. S. District Court for the District of South Dakota and will be used to electronically submit documents and to view and retrieve electronic documents, docket sheets and notices.
- The use of the court reporter's login and password constitute that court reporter's *signature* pursuant to Federal Rules of Civil Procedure 11 on all submissions made to the system and must appear as:

/s/ Jane Doe

Court reporters attest that the paper version of an electronically filed document(s) is an exact copy of the printed version and that no changes, alterations or other modifications have been made with the sole exception that the paper version will contain original signatures.

- Court reporters must protect and secure the password issued by the court. If there is any reason to suspect that the password has been compromised in any way, such as a resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the court reporter to immediately notify the Clerk's Office. The Clerk's Office will immediately delete the password from the electronic filing system and issue a new password.
- At this time, the requirements for filing, viewing and retrieving case documents are:
 - (1) Personal computer (Pentium is recommended)
 - (2) Standard platform such as Windows 95 or higher, Windows NT or McIntosh
 - (3) An Internet Provider using Point to Point Protocol (PPP)
 - (4) Netscape Navigator Version 4.5 - 4.7 or higher
 - (5) Adobe Acrobat Writer version 3.0 or higher to convert documents from a word processor format to a portable document format (PDF)
 - (6) Electronic (e-mail) access
- The undersigned court reporter agrees to abide by the most recent General Orders, Administrative Procedures for Electronic Case Filing and all technical and procedural requirements as set forth.

Court reporter Signature

Date

Please return to:

Clerk's Office, U. S. District Court
District of South Dakota
400 S. Phillips Ave., Rm. 128
Sioux Falls, SD 57104