

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF REGISTRATION

Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:

CM/ECF Registration Type

I seek to register as a:

- CM/ECF User – *A CM/ECF User is any individual who is not a member of the CIT bar and who seeks access to public documents maintained on the CM/ECF system. A User may access public documents on CM/ECF, but may not file documents via CM/ECF.*
- CM/ECF Filer – *A CM/ECF Filer must be either an attorney admitted to practice before the Court of International Trade or a party to a pending action who is permitted by the Rules of the Court to appear without an attorney. Filers may access and file public documents via CM/ECF.*
- CM/ECF Confidential Information Filer – *A CM/ECF Confidential Information Filer is an attorney admitted to practice before the Court of International Trade. Confidential Information Filers may access and file public and confidential documents via CM/ECF. Private attorneys will be able to access and file confidential documents in a case after filing a Form 17 Business Proprietary Information Certification or on the granting of a Judicial Protective Order. Government attorneys will be able to access and file confidential documents in a case after filing a Form 11, Notice of Appearance.*

Employer (if applicable)

Office:		
Address 1:		
Address 2:		
City:	State:	Zip + 4:

User Information

User's Primary E-Mail Address:
Notice of Electronic Filing: I prefer to receive <input type="checkbox"/> one daily summary of all CM/ECF filings or <input type="checkbox"/> one email notice for each CM/ECF filing
User's Secondary E-Mail Address:
Notice of Electronic Filing: I prefer to receive <input type="checkbox"/> one daily summary of all CM/ECF filings or <input type="checkbox"/> one email notice for each CM/ECF filing
User's Telephone Number:

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User's Fax Number:
Mother's Maiden Name (used for security verification):
Date of Birth:

Are you a member in good standing of the Court of International Trade bar?

Yes No

By submitting this form, the undersigned acknowledges, affirms and declares the following:

1. All pleadings and papers required to be filed with the Clerk must be filed electronically unless otherwise ordered by the Court.
2. I have reviewed Administrative Order 02-01 and understand that it or any order subsequently issued by the Court with regard to the CM/ECF System governs my use of the CM/ECF System. I will abide by the terms of Administrative Order 02-01 or any order subsequently issued by the Court with regard to the CM/ECF System.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. I understand that the combination of my user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Clerk's Office if I learn my password has been compromised. If I am seeking registration as a Confidential Information Filer, I have reviewed the Court's *Best Practice Recommendations for the Handling and E-Filing of BPI Information at the CIT*.
5. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to electronically file via CM/ECF.

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6. Documents are to be submitted electronically only in Portable Document Format (PDF).

Applicant's Name

Applicant's Signature

Date

Return completed form to the Office of the Clerk at:

cmecf_helpdesk@cit.uscourts.gov

or

United States Court of International Trade
Office of the Clerk
Case Management – CM/ECF Registration
One Federal Plaza
New York, NY 10278-0001
1-866-450-1859