

**United States District Court  
for the Western District of Tennessee**

**ECF ATTORNEY REGISTRATION FORM**

This form is used to register for an account on the Western District of Tennessee Electronic Filing System. Registered attorneys will be allowed to electronically submit documents in the Western District of Tennessee Electronic Case Filing (ECF). By registering, attorneys consent to receiving electronic notice of filings through the ECF System.

**AS OF JANUARY 1, 2006 ELECTRONIC FILING AND NOTICING IS MANDATORY**

Please **PRINT** the following information to register for ECF:

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle: \_\_\_\_\_

List any names you may have been previously registered under: \_\_\_\_\_

If appropriate select one: \_\_\_ Senior \_\_\_ Junior \_\_\_ II \_\_\_ III \_\_\_ Other: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address for Electronic Service: \_\_\_\_\_

[If an attorney desires to have ECF notices sent to additional parties, this can be effectuated at a later date.]

Last Four Digits of Social Security Number: \_\_\_\_\_ (for security purposes)

**Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Western District of Tennessee pursuant to Local Rule 83.1(a).**

State Bar Number: \_\_\_\_\_ Are you currently in good standing? \_\_\_ Yes \_\_\_ No

If admitted pro hac vice: Date Motion Granted: \_\_\_\_\_ Case Number \_\_\_\_\_

**LOGIN:** \_\_\_\_\_

Your login name will be the last five digits of your state bar id and the initials of your first and last name.  
Example: 55555cg

By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings, except for original process, pursuant to Fed. R. Civ P 5(b) and 77(d) and Fed.R. Crim P. 49(b)-(d) via the Courts electronic filing system. The combination of login and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised by an unauthorized user.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

MAIL FORM TO:

OR **FAX to: Venita Griffin  
(901) 495-1367**

Venita Griffin  
USDC - Clerk's Office  
167 N. Main - RM 242  
Memphis, TN 38103

Once your registration is complete, you will receive notification by email as to your login and password needed to access the system.

Check court website for current rules, fees, administrative orders, etc at [www.tnwd.uscourts.gov](http://www.tnwd.uscourts.gov).