

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS**

**ELECTRONIC FILING REGISTRATION FORM**

Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court for the Southern District of Illinois. You may submit the form online at the court's website, [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) or deliver the completed form to the clerk's office (by mail or in person). **If you are submitting General Admission paperwork to the clerk's office, print and submit this registration form with the paperwork. Do not submit this registration form electronically. After verification, your user id and password will be electronically mailed to the email address listed on the registration form.** Contact the ECF Help Desk at (866) 867-3169 (East St. Louis) or (866) 222-2104 (Benton) if you have questions concerning registration or the electronic filing process.

**Please Print or Type**

Full Name: \_\_\_\_\_

Bar ID Number: \_\_\_\_\_ State Issued: \_\_\_\_\_  
Indicate all states in which you are admitted to practice.

Affiliation/Firm Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Primary Email Address: \_\_\_\_\_

Secondary Email Address: \_\_\_\_\_

I already have an ECF login that I use at another court, which is \_\_\_\_\_. Please assign same login.

Are you already or have you recently applied to be generally admitted to practice in this court?    Yes    No

If not generally admitted, will you be applying for pro hac vice admission in this district court?    Yes    No

If so, in what case \_\_\_\_\_.

Are you submitting a new case?    Yes    No

Are you entering your appearance on behalf of a government agency?    Yes    No

Are you entering your appearance on behalf of a party to an MDL case?    Yes    No

By submitting this registration form, I agree to abide by all court rules, orders, policies, and procedures governing the use of the electronic filing system. I also consent to receive notices of filing pursuant to Federal Rules of Civil Procedure 5(b) and 77(d) via the court's electronic filing system. I understand that the combination of user id and password will serve as my signature. I agree to protect the security of my password and immediately notify the court if I learn that my password has been compromised.

Signature of Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed Registration Form to the clerk's office (by mail or in person) to:

**United States District Court  
Southern District of Illinois  
Attn: ECF Registration**

P. O. Box 249                      or                      301 W. Main Street  
East St. Louis, IL 62201                      Benton, IL 62812

Court Use Only

User Code Assigned: \_\_\_\_\_

Password Assigned: \_\_\_\_\_

Issuer: \_\_\_\_\_