

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

**CASE MANAGEMENT/ELECTRONIC CASE FILING
(CM/ECF) SYSTEM
LIMITED USE/SERVICE OF PROCESS REGISTRATION FORM**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing AFFIDAVITS/CERTIFICATES OF SERVICE and related documents via the Internet component of the Case Management/Electronic Case Filing System (hereafter CM/ECF), in the United States Bankruptcy Court for the District of Arizona.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company: _____

Mailing Address: _____

Voice Phone Number: (____) _____

Fax Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal rules of Criminal Procedure and any applicable non bankruptcy law.
2. All filings with the court, including attachments, must comply with Federal Rule of Bankruptcy Procedure 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may NOT appear except as allowed by the rule.
3. The login and password for filing via the Internet shall be used exclusively by me or by any of my employees to whom I give authorization.

4. I understand that it is my responsibility to maintain in my records all documents bearing original signatures that are filed using my password for the longer period of one year after the case or proceeding in which the papers are filed has been closed or all appeals are finalized unless the court orders a different period.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the court in writing, immediately. I understand that it is my responsibility to notify the court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
6. I agree to abide by all of the requirements set forth in Local Bankruptcy Rule 5005-2 and the ECF Administrative Procedures for Electronically Filed Cases currently in effect, and posted at www.azb.uscourts.gov, and any changes or additions that later may be made.

Applicant Signature

Date

Please submit by fax or mail to: 602-682-4901

U.S. Bankruptcy Court
Attn: Data Quality Administrators
230 N. First Ave., #101
Phoenix, AZ 85003-1706

**UNITED STATES BANKRUPTCY COURT
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SERVICE OF PROCESS FILING INSTRUCTIONS

(1/1/2005)

- A. Pursuant to the November 1, 2004, amendment to General Order Number 87, Affidavits or Certificates of Service are required to be electronically filed whether filed by the process server of the attorney or trustee who employed the process server. Paper filings are subject to rejection pursuant to General Order Number 87 starting January 1, 2005. A limited use password may be issued to a process server that can be used to electronically file these documents.
- B. The Limited Use Service of Process Password has access to the only the following menu item on the Bankruptcy Events Menu. Click on Bankruptcy in the blue bar to access Service of Process. Even if filing your document in an Adversary Proceeding, use the Bankruptcy and not Adversary link (as there is no access under that link).



- C. Under the Service of Process option, the following documents are to be electronically filed.



- D. Affidavit or Certificate of Service. Bankruptcy Rule 7004(1), Proof of Service, provides that the person effecting service of the summons and complaint and the person shall make affidavit thereof. Under Bankruptcy Rule 7005(d) Filing: Certificate of Service, provides that for all papers after the complaint, a certificate of service is to be filed. Pursuant to Bankruptcy Rule 7045, proof of service of a subpoena is made by filing a certified statement of the date and manner of service and of the names of the persons served.

To electronically file the Affidavit of Certificate, click on Bankruptcy at the top in the blue bar and then Service of Process. Then input the case number as shown with all numbers and letters.

Case Number Format: *Office Code - Year - Case Type - Number* (Example 2-03-bk-12345)

Office Code: 0=Yuma, 2=Phoenix, 4=Tucson

Case Type: bk=Bankruptcy, ap=Adversary, mp=Miscellaneous

Case Number

99-12345, 1-99-bk-12345 or 1-99-bk-12345

If filing in an adversary proceeding, you must input the adversary number instead.

Case Number

99-12345, 1-99-bk-12345 or 1-99-bk-12345

Select the appropriate entry.

Select the Party for whom the service of process is being filed. In this case, we are filing an affidavit of service of the summons and complaint, so we will select the plaintiff. (You are not given the option to select the attorney who engaged your services.) Click on Next. Your party should already be on the list, so you should never have to use the Add/Create New Party link.

Please select the filer.

Select the Party:

GARCIA, CHERRY [Plaintiff] [Add/Create New Party](#)
HENDRIX, YIMMIE [Defendant]

Next Clear

You will next be prompted to upload the document you are filing in pdf format.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: No Yes

Next Clear

If your affidavit is created in a word processing application, you will be able to directly convert it to the Adobe Acrobat pdf format required but you will need to obtain the Adobe Acrobat Writer software to do so (while the Adobe Reader software that is needed to look at documents in pdf format is free, the writer software that is necessary to create documents in pdf format is not free and must be purchased at www.adobe.com). If you attach a copy of the summons and complaint or other documents served to your affidavit or certificate, you will need a scanner to scan these documents into the pdf format. Those attachments may be filed as part of the Affidavit of Service entry by placing a dot in the Attachment to Document Yes after loading your affidavit.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

F:\ECF\MTemple\04-1231.pdf Browse...

Attachments to Document: No Yes

Next Clear

You will then be prompted to upload your attachment documents in pdf format. If one of the Types on the list applies, you may select it. If not, it can be left blank, but then type in a description. Click on Add to List.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

F:\ECF\MTemple\02-2509.pdf

2) Select a document type and/or enter a description.

Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

If you have more than one attachment, go back to Step 1 and repeat the process until all attachments have been uploaded, then click on Next.

On the next screen you will be requested to refer your filing of the affidavit or certificate to a previously filed document. If your filing does relate to a previously filed document such as the complaint, place a check mark in the box. If your affidavit or certificate does not (for example, a subpoena would not have been filed prior to service and therefore there would be no previous filing for you to refer to) relate to a document already filed, leave the box unchecked.

Refer to existing event(s)?

Select the cmp category to refer your filing to the complaint.

Select the category to which your event relates.

Type
answer
appeal
claims
cmp
court
crditord
lmtdfee
lmtdserv
lmtdund

Filed to

Documents to

If you are not sure which category to select, you can select them all by clicking and dragging and will then receive a list of all filings in the case and you can place a check mark in the one(s) that you want to refer to.

Select the appropriate event(s) to which your event relates:

04/01/2004 [1](#) Complaint against YIMMIE HENDRIX. (Christensen, Toni) (Entered: 06/03/2004)

On the next screen the entry for your filing may be added to. You may select one of the prefixes from the drop down menu, if one applies, such as Amended. If none are applicable, leave that box blank. The second box may be used to add free text if you wish to provide further detail as to the document you are filing. If not, that box may also be left blank.

After making the final submission, you will receive a filing receipt. You may want to print this or save it in electronic form as it is your proof of filing.

Notice of Electronic Filing

The following transaction was received from TEMPLE, LimitedService entered on 12/3/2004 at 2:41 PM AZ and filed on 12/3/2004

Case Name: GARCIA v. HENDRIX
Case Number: [2:04-ap-00106-GBN](#)
Document Number: [2](#)

Docket Text:
Affidavit of Service filed by CHERRY GARCIA (related document(s)[1]) (Attachments: # (1) Summons and Complaint) (TEMPLE, LimitedService)

- E. Exhibits. If you have exhibits that need to be filed as a separate entry from the affidavit or certificate of service, you may use the Exhibit entry. This may be necessary if the attachments to your affidavit are so large that they cannot be filed in one entry because the pdf file size is too large.

Affidavit of Service
Certificate of Service
Exhibit

The filing process is the same as outlined above and you would refer the exhibit filing to the main document to which the exhibits would otherwise be attached.

- F. Utilities Menu. You may maintain your account, such as change your address, or view a log of your transactions under the Utilities Menu.

