

United States District Court
Southern District of Georgia

August 1, 2007

Dear Bar Member,

The Court is pleased to announce the implementation of electronic case filing (“ECF”) in our district. The ECF system allows attorneys the opportunity to file case documents from virtually anywhere in the world via the Internet. Administrative procedures have been established by a committee of your peers which will govern the process of electronic docketing. The “Administrative Procedures” for electronic filing have been posted to our website, (www.gas.uscourts.gov) for your review.

In the coming months, training seminars will be held in each of our divisional offices to provide instruction on how to use and access this system. Additional ‘hands-on’ training will be provided in Augusta and Savannah for those seeking additional learning opportunities. The seminars will be open to everyone, attorneys and assistants. A tentative schedule for divisional training seminars has been attached. However, please refer to our website for updated location, date, and times.

The first step of becoming a user in the ECF system is to register for an account. If you are already a user of the Bankruptcy Court CM/ECF system, your account information has been copied to the District Court system for your convenience. However, for security reasons, your password to the District Court system has been reset and will be mailed to you. If you do not have a user account, you may register on-line or by mail. A registration form has been included with this letter.

The Court has established a help/answer desk for CM/ECF. The telephone number for the help/answer desk is 912-650-4010. The help desk can answer many of your technical and procedural questions. Should you have questions regarding CM/ECF please feel free to contact the Court.

The Court will begin accepting voluntary electronic filings in 90 to 120 days which will be eventually changed to mandatory electronic filing sometime in early 2008. Again, we welcome you to this new opportunity to increase your access to the Court.

Sincerely,

William T. Moore, Jr.
Chief Judge

United States District Court - Southern District of Georgia
ELECTRONIC FILING
ATTORNEY REGISTRATION FORM

This form is used to register for an account on the Southern District of Georgia Electronic Filing System (ECF). Registered attorneys will have privileges to electronically file documents and to view the electronic docket sheets and documents. By registering, you consent to receiving electronic notice of filings through ECF.

PLEASE TYPE

Mr. / Ms. (circle one) Last name: _____ If appropriate circle one: Sr. / Jr. / II / III

First name: _____ Middle name: _____ Bar ID # _____

Are you currently active and in good standing with the State Bar of Georgia? Yes ___ No ___ Last 4 digits of SS# _____

1st Choice User Id _____ 2nd Choice User Id _____

Firm name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Have you relocated to this address within the past year? Yes ___ No ___

Firm Telephone Number (_____) Direct Line: (_____) _____

Internet/Email Address: _____

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Southern District of Georgia pursuant to Local Rule 83.1. Please complete whichever of the following applies to you:

Date admitted to practice in this Court:

If U.S. Dept. of Justice Attorney, check here:

If admitted *pro hac vice*: Date *phv* granted: _____ in case number: _____
(If more than one, note only the most recent.)

If attorney of record in MDL action, indicate case number:
(If more than one, note only the most recent.)

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 Case Filing System. The undersigned also consents to receiving notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's 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 logins and immediately notify the Court if they learn that their login has been compromised.

Signature of Registering Attorney _____ Date _____

Submit completed Registration Form to:

United States District Court
Attn: Electronic Filing System Registration
PO Box 8286
Savannah, Georgia 31412-8286

Once your registration is complete, you will be notified by the Court with your specific login information needed to access ECF by U.S. Mail. Procedures for using the system will be available for downloading when you access ECF via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 912-650-4010 if you have any questions concerning the registration process or the use of the Electronic Case Filing System.

**CM/ECF TRAINING SCHEDULE
FOR ATTORNEY SEMINARS**

Sign up today for training in your area.

<p>Sign-up online at www.gas.uscourts.gov</p>	<p>By Phone 912-650-4010 By Fax 912-650-4030 In person – Clerks office Savannah, Augusta, or Brunswick</p>
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Your Name: _____

Firm Name: _____

How many attending in your party? _____

Your email: _____

Your Phone _____

<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>If registering by FAX, make 2 choices</u>
Savannah Courthouse	Sept 11	9:00 am	<input type="checkbox"/>
Savannah Courthouse	Sept 11	11:00 am	<input type="checkbox"/>
Savannah Courthouse	Sept 11	1:30 pm	<input type="checkbox"/>
Savannah Courthouse	Sept 11	3:30 pm	<input type="checkbox"/>
Statesboro Courthouse	Sept 12	9:00 am	<input type="checkbox"/>
Statesboro Courthouse	Sept 12	11:00 am	<input type="checkbox"/>
Statesboro Courthouse	Sept 12	1:30 pm	<input type="checkbox"/>
Statesboro Courthouse	Sept 12	3:30 pm	<input type="checkbox"/>
Brunswick Courthouse	Sept 19	9:00 am	<input type="checkbox"/>
Brunswick Courthouse	Sept 19	11:00 am	<input type="checkbox"/>
Brunswick Courthouse	Sept 19	1:30 pm	<input type="checkbox"/>
Brunswick Courthouse	Sept 19	3:30 pm	<input type="checkbox"/>
Waycross Courthouse	Sept 20	9:00 am	<input type="checkbox"/>
Waycross Courthouse	Sept 20	11:00 am	<input type="checkbox"/>
Waycross Courthouse	Sept 20	1:30 pm	<input type="checkbox"/>
Waycross Courthouse	Sept 20	3:30 pm	<input type="checkbox"/>
Augusta Courthouse	Sept 26	9:00 am	<input type="checkbox"/>
Augusta Courthouse	Sept 26	11:00 am	<input type="checkbox"/>
Augusta Courthouse	Sept 26	1:30 pm	<input type="checkbox"/>
Augusta Courthouse	Sept 26	3:30 pm	<input type="checkbox"/>
Dublin Courthouse	Sept 27	9:00 am	<input type="checkbox"/>
Dublin Courthouse	Sept 27	11:00 am	<input type="checkbox"/>
Dublin Courthouse	Sept 27	1:30 pm	<input type="checkbox"/>
Dublin Courthouse	Sept 27	3:30 pm	<input type="checkbox"/>