

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK**

ECF Registration Instructions

1. Determine if you are eligible to register as an ECF User in the U.S. District Court for the Northern District of Texas. You may register if you are:
 - A. A non-prisoner *pro se* party who has made an appearance as a plaintiff or defendant in a civil case in this court;
 - B. Admitted to practice to the bar of the Northern District of Texas; or
 - C. A licensed attorney who:
 - i. has applied or intends to apply for admission *pro hac vice*;
 - ii. has appeared or intends to appear in an MDL case (see JPML Rule 2.1(c)); or
 - iii. is exempt from admission to practice pursuant to LR 83.11 or LCrR 57.11.

Note: Registering for ECF in this court does not provide access to electronically file in the U.S. Bankruptcy Court for the Northern District of Texas. You must follow the bankruptcy court's registration requirements found on their website at www.txnb.uscourts.gov.

2. Review the [Local Rules](#) and [ECF Administrative Procedures Manual](#).
3. Complete the [electronic](#) User Registration Form; alternatively, you may complete a [paper](#) User Registration Form and mail or fax it to the Clerk's Office at:

**Clerk, U.S. District Court
1100 Commerce St., Room 1452
Dallas TX 75242-1003
214.753.2266 (FAX).**

If you are eligible to register as an ECF User in this court, the clerk's office will email an ECF login to the primary address you note on the registration form.

4. When you receive your login, follow the [Maintaining Your Account](#) procedures to change your password from the one issued to you by the Clerk. You may also change your login if desired. Use the same instructions to change your login/password at any time.
5. You may use the [Forgot Your ECF Password?](#) software to automatically receive a new password.