

## UNITED STATES COURT OF INTERNATIONAL TRADE REQUEST FOR CHANGE IN INFORMATION

- Change in contact information
- Request for change in filer status
- Add/Remove Secondary Email Address(es)
- Change in Notice of Electronic Filing (NEF) Preferences

**Change Account Status to:**

**Registered CM/ECF Filer** - A CM/ECF Filer must be either an attorney admitted to practice before the U.S. Court of International Trade or a party to a pending action who is permitted by the Rules of the Court to appear without an attorney. Filers may file public documents via CM/ECF and will receive one free look at public documents served upon them via CM/ECF. Access to queries, reports and other public documents will require a PACER account and be subject to PACER access fees.

**Confidential Information Filer** - A CM/ECF Confidential Information Filer is an attorney admitted to practice before the U.S. Court of International Trade. Confidential Information Filers may file public and confidential documents via CM/ECF and will receive one free look at public and confidential documents served upon them via CM/ECF. Access to queries, reports and other public and confidential documents will require a PACER account and be subject to PACER access fees. Private attorneys will be able to access and file confidential documents in a case after filing a Form 17 Business Proprietary Information Certification or on the granting of a Judicial Protective Order. Government attorneys will be able to access and file confidential documents in a case after filing a Form 11, Notice of Appearance.

Are you a member in good standing of the Court of International Trade bar?       Yes     No

Name

Employer (if applicable)

Street Address

City, State and Zip Code

Telephone Number

Fax Number

Primary E-mail Address

Secondary E-mail Address(es)

Add       Remove

**Notice of Electronic Filing (NEF) Preference:**

Primary E-mail Address:      *One Daily Summary*       *Single E-mail for Each Filing*

Secondary E-mail Address(es): *One Daily Summary*       *Single E-mail for Each Filing*

CM/ECF filers should be aware of the potential to inadvertently share restricted documents when using third-party services or software.

Sharing your PACER account credentials with a third-party service provider or designating that provider as a secondary recipient of a Notice of Electronic Filing or Notice of Docket Activity (NEF/NDA) will give it access to sealed or restricted case information and documents in violation of court order. You are urged to use caution in your computer security practices to ensure that sealed or restricted documents to which you have access are not disclosed.

By submitting this form, the undersigned acknowledges, affirms and declares the following:

1. All pleadings and papers required to be filed with the Clerk must be filed electronically unless otherwise ordered by the Court.
2. I have reviewed Administrative Order 02-01 and understand that it or any order subsequently issued by the Court with regard to the CM/ECF System governs my use of the CM/ECF System. I will abide by the terms of Administrative Order 02-01 or any order subsequently issued by the Court with regard to the CM/ECF System.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. I understand that the combination of my user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Clerk's Office if I learn my password has been compromised. If I am seeking registration as a Confidential Information Filer, I have reviewed the Court's Best Practice Recommendations for the Handling and E-Filing of BPI Information at the CIT.
5. I understand that the Clerk's Office reserves the right to suspend, and in some cases terminate, my ability to electronically file via CM/ECF.
6. Documents are to be submitted electronically only in Portable Document Format (PDF).

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Signature

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Date

**Return completed form to the Office of the Clerk at:**

[cmecf\\_helpdesk@cit.uscourts.gov](mailto:cmecf_helpdesk@cit.uscourts.gov)

or

United States Court of International Trade  
Office of the Clerk  
Technical Services – CM/ECF Change Request Form  
One Federal Plaza  
New York, NY 10278-0001  
1-866-450-1859