



Benton County District Court Electronic Filing User Registration Form

This registration application is for **DISTRICT COURT ONLY (Limited Jurisdiction Court)**.

NOTE: An authorized user ID for the District Court Electronic Filing System will normally be issued with-in 2 weeks..

New user account request update existing user account

1. I am:

a member of the Washington State Bar Association and in good standing. WSBA No: _____

a legal assistant/secretary or authorized "filing agent"

a party to an action in Benton County District Court

Other:

2. I am providing information as a condition of registering as a filing user of Benton County District Court E-Filing System (BCDCEF) and receiving my user ID and password. The primary email address below is the address to which conformed copies will be returned.

Attorneys/Legal

Pro Se Litigants

Firm Name:		First Name:	
Firm Tel No:		Last Name:	
Attorney Name		Tel No.	
Legal Asst. Name		Email	
Email			

3. I understand and agree to the following:

- a. I understand that each use of my password for filing documents with BCDCEF constitutes my affirmation that I submitted the document being filed.
- b. I understand that my filing agent is authorized to file documents on my behalf.
- c. I understand that providing any false information in this form may result in a revocation of my authorized User status.
- d. I will protect and secure the confidentiality of my password. If I have reason to believe that my password has been compromised, I will notify BCDCEF representative immediately.
- e. I will adhere to the rules governing Electronic Filing in the WA State Court Rules and any local rule or protocols promulgated by Benton County District Court.
- f. I will inform the court and BCDCEF agent of any change in my employment affiliation.
- g. I will also inform the BCDCEF agent of any change of information contained in this form.

Date: _____

Signature: _____