

**REQUEST TO RECEIVE COURT DOCUMENTS VIA ACE MAILBOX**

I have an Advanced Court Engineering (ACE) attorney account. I request that the court no longer send me a hard copy notice of court-generated electronically filed documents in matters pending in the United States Bankruptcy Court for the District of New Mexico and instead provide me notice of electronic filings via my ACE mailbox.

I understand that:

1. My ACE mailbox is only accessible from the bankruptcy court's website using my ACE login and password. *The ACE mailbox is not the same as my personal e-mail account.*
2. No one can check my notices for me when I am not available if I do not provide them with my ACE login and password.
3. Not all documents generated by the court can be sent via the ACE mailbox, such as notices produced by the Bankruptcy Noticing Center (notices of §341 meeting, discharge, etc.).
4. The court is not obligated to use electronic transmission as a result of my having made this request. I will receive a paper copy of notices in the mail when they are not sent to me via electronic transmission.
5. I am aware that all documents filed electronically are available to me in my ACE mailbox since the functionality of my mailbox was automatically in place when my account was created. The purpose of this request is to terminate the redundant hard copy of future notices and accept service and notice via my ACE mailbox.
6. The filing of this request constitutes consent to receive service and notice (from the court only, not from other counsel or parties) via my ACE mailbox **in lieu of service and notice by any other means**. This consent remains in effect until withdrawn by written notice submitted to the quality clerk of the bankruptcy court.
7. By signing this form, I certify that I have used my ACE mailbox and I have looked at notices using this method. I will contact the court's information systems department at 505-348-2480 if I have difficulty accessing my notices using this method.
8. NM LBR 7005-1 governs service and notice by electronic transmission. See also the 08-19-99 Order Adopting Guidelines for Attorney Filing by Electronic Transmission, available from the courts' website at [www.nmcourt.fed.us](http://www.nmcourt.fed.us) (click on electronic access/filing information, then on the order).

Date: \_\_\_\_\_ ACE login: \_\_\_\_\_ \_\_\_\_\_

Attorney Signature

Attorney name (please print or type): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

*Mail to:*

United States Bankruptcy Court  
Attention Quality Clerk  
PO Box 546  
Albuquerque, NM 87103-0546