

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA**

**ELECTRONIC FILING PROCEDURES -
(Supercedes the Procedures Established on 12/28/01)**

Pursuant to Bankruptcy Standing Order 2002-1 the following requirements are established for Electronic Case Filing in all cases filed in the Eastern District of Louisiana.

I. REGISTRATION FOR THE ELECTRONIC FILING SYSTEM

- A.** In all cases, in order to file petitions, pleadings, motions and other documents on or after March 18, 2002, each attorney admitted to practice in this court must be trained on the Electronic Case Filing system (ECF) and obtain a system password. A system password will permit the attorney to participate in the electronic retrieval and filing of pleadings and other papers. The identification name and password will also serve as the attorney's signature for Fed. R. Civ. P. 11 on all documents that are filed electronically. An application for attorney password for ECF System will be given to attorneys after they have completed training. Out of state attorneys authorized to practice in our court may receive training telephonically. The completed application form must be submitted to obtain a password. All registration forms must be mailed or delivered to Systems Department, Attn: ECF System Registration, at the U. S Bankruptcy Court, 501 Magazine Street, Suite 601, New Orleans, LA 70130.
- B.** Creditors, not represented by an attorney, may electronically file proofs of claim, motions to withdraw funds, reaffirmation agreements, and responses to objections to proof of claims, withdrawals of claims, and notices of appearance, either at the Clerk's Office or from a remote location. Creditors who file more than ten claims a year or creditors represented by an attorney must file electronically. To electronically file pleadings, creditors must obtain a system password. The identification name and password will serve as the creditor's signature for Fed. R. Civ. P. 11. An application for creditor password is available at our website and a password will be given to creditors after they receive training. The completed application form should be mailed or delivered to the address above. Creditors may receive written instructions upon request or application for a password. It is mandatory that all transfers of claims and assignments of claims must be electronically filed.
- C.** Attorneys and creditors registering for ECF will receive telephonic notice from the Clerk's Office indicating that an envelope containing the attorney's or creditor's ECF password is available for pick-up at the office of the Clerk. Out of state attorneys and creditors applying for registration may communicate with the office of the Clerk to arrange for delivery of the ECF password.

II. ELECTRONIC FILING OF DOCUMENTS

- A.** All petitions, motions, pleadings, memoranda of law, or other documents required to be filed must be electronically filed on the Bankruptcy Court's Electronic Case Filing system except in exceptional circumstances that prevent an attorney/participant from filing electronically.
- B.** Emergency motions, pleadings and objections must be filed electronically. The filing party must advise the Judge's chambers staff by phone of the filing.
- C.** A mailing matrix in proper format **MUST** be submitted with the petition unless otherwise ordered by the Court.

III. SERVICE

- A.** Whenever a pleading or other document is filed electronically, the office of the Clerk will serve the filing party with a "Notice of Electronic Filing" by e-mail at the time of docketing.
- B.** The filing party must serve the pleading or other document upon all persons entitled to notice or service in accordance with the applicable rules. If the recipient of the notice or service is a registered participant in the ECF system, service of the Notice of Electronic Filing by electronic means will be the equivalent of service of the pleading or other paper by first class mail.

IV. SIGNATURES

- A.** Petitions, lists, schedules, statements and other documents requiring the signature of the debtor(s) must be filed electronically and must indicate a signature; e.g., "/s/ John Doe." The original signed documents must be maintained by the attorney of record for a period of not less than one year after the case is closed. Upon request, the original signed document must be provided to other parties or the Court for review.
- B.** Amendments, pleadings, affidavits, and other documents that contain original signatures or that require verification under Bankruptcy Rule 1008 or an unsworn declaration as provided in 28 U.S.C. §1746 must be filed electronically. The original signed document must be maintained by the attorney of record or the party originating the document for a period of not less than one year after the case is closed. Upon request the original document must be provided to other parties or the Court for review. The pleading or other document filed must indicate a signature; e.g., "/s/John Doe."

V. FEES PAYABLE TO THE CLERK

All filings fees must be paid within two business days. Failure to timely pay the filing fee or other fees may result in the pleading being stricken sua sponte, the dismissal of the case sua sponte, and/or the loss of ECF privileges. The Clerk's Office accepts payment by cash, check, credit card or money order. Fees may be paid by credit card at the front counter or electronically. For automatic electronic payment of fees by credit card, a Credit Card Collection Authorization Form, available at the Court's website, must be on file with the Financial Administrator of the Office of the Clerk.

VI. ORDERS

To correspond to the system of electronic filing, all orders must be submitted to the Court at each Chamber's e-mail address.

A. The following email addresses have been established for each Chamber:

orders_Brahney@laeb.uscourts.gov
orders_Brown@laeb.uscourts.gov
orders_Kingsmill@laeb.uscourts.gov

B. The subject line in the email must correspond to the type of order for which it is submitted as prescribed below.

1. Ex Parte orders. Orders submitted in connection with motions seeking ex parte relief must begin the subject line of the email with the word Ex Parte followed by a space and then the seven digit case number or the six digit adversary proceeding number. This should be followed by a space and the chapter number. For example: Ex Parte 02-12345 ch 13 for matters in cases; Ex Parte 02-1234 ch 13 for matters in adversary proceedings.
2. Expedited orders. Orders submitted in matters in which expedited relief is sought must begin the subject line of the email with the word Expedited followed by a space and then the seven digit case number or six digit adversary proceeding number. This should be followed by a space and the chapter number. For example: Expedited 02-12345 ch 13 for matters in cases; and Expedited 02-1234 ch 13 for matters in adversary proceedings.

3. Matters Noticed for Hearing. Orders submitted in connection with motions or matters noticed for hearing must begin the subject line of the email with the date of the hearing, set forth numerically: mm/dd/yy. Two numbers are required for each component of the date. After a space the numerical date must be followed by the seven digit case or six digit adversary number followed by another space and the chapter number. For example 01/09/02 02-12345 ch 13 for matters in cases; 01/09/02 02-1234 ch 13 for matters in adversary proceedings

VII. PAPER FILING OF DOCUMENTS

- A. Exhibits Attached To Pleadings. Only those exhibits attached to pleadings that are not capable of being electronically imaged, (i.e., “scanned”) may be filed in hard copy with a copy of the Notice of Electronic Filing to indicate the referenced document. All exhibits and other attachments capable of being electronically imaged should be scanned except in those instances where the exhibit or attachment is more than 20 pages. For those exhibits and other attachments over 20 pages, only the relevant portions should be electronically imaged and filed using the Portable Document Format (PDF). Upon request, the complete original document must be provided to other parties or the Court for review.
- B. Exhibits To be Introduced Into Evidence. Exhibits offered into evidence by parties during Court must be submitted in hard copy. After a final judgment has been entered and the the appeal period has expired, exhibits will be returned to the parties.
- C. Ballots. All ballots must be filed in hard copy and will be returned to the plan proponent after tabulation and certification of the ballots, and a final order granting or denying confirmation. The tabulation of ballots must be filed electronically.

New Orleans, Louisiana this 25th day of February, 2002.

/s/ Warren A. Cuntz, Jr.
WARREN A. CUNTZ, JR.