



**UNITED STATES BANKRUPTCY COURT
Central District of California**



**ADMINISTRATIVE PROCEDURES
FOR FILING, SIGNING, AND VERIFYING PLEADINGS AND
PAPERS USING THE CASE MANAGEMENT/ELECTRONIC
CASE FILES (CM/ECF) SYSTEM**

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I. TERMS, ELIGIBILITY, REGISTRATION, TRAINING, PASSWORDS

A. Terms

1. “CM/ECF system” refers to the Court’s Case Management/Electronic Case Files System that receives documents filed in electronic format.
2. “ECF User” refers to those who have a Court-issued login and password to file documents electronically.
3. “Notice of Electronic Filing” refers to the notice automatically generated by the CM/ECF system each time a docket event is entered or a document is filed.

B. Eligibility

1. Full Participants. Attorneys admitted to practice in the Central District of California, currently in good standing, (including those admitted pro hac vice to the bar of the Court and attorneys authorized to represent the United States without being admitted to the bar), United States trustees and their assistants, trustees in bankruptcy and their assistants, attorneys representing the United States of America, and others as the Court deems appropriate, may register as full participant ECF Users.
2. Limited Participants. The Court may designate additional individuals or entities as eligible for registration as limited participant ECF Users. Such ECF Users may be limited to filing electronically certain types of documents, such as proofs of claim, or limited to filing documents in a particular case or proceeding.

C. Registration for the CM/ECF System

1. Registration. Each attorney desiring to file pleadings or papers through the Court’s CM/ECF system must complete and sign a Registration Form, attend the training required by the Court, and prove competence on the CM/ECF system. Attorneys who have attended training for the CM/ECF system and are registered in another district may be allowed to register with this Court without further training. Limited use passwords may or may not be issued to ECF Users without formal training, depending on their intended use of the CM/ECF system. Persons wishing to register as limited users must follow the same registration procedures. Registration information is available on the Court’s website at www.cacb.uscourts.gov.
2. Certification of Requirements. Upon certification of the requirements stated in Paragraph C(1) above, the Clerk will provide the registering ECF User with a login and password for the CM/ECF system.

3. Registration as Consent to Receive Notice and Service Electronically. Registration by an ECF User shall constitute: (i) consent in writing to receive notice electronically and waiver of the right to receive notice by any other means; and (ii) consent in writing to electronic service, except in regard to service of a summons and complaint under Federal Rule of Bankruptcy Procedure 7004, and waiver of any right to service by any other means. The consent and waiver includes, without limitation, notice of the entry of an order or judgment under Federal Rule of Bankruptcy Procedure 9022. The consent and waiver is effective upon activation of the participating ECF User's login and password in the CM/ECF system live database.
4. Notification of Change in Registration Information. Registered ECF Users shall promptly notify the Clerk of Court in writing of any changes in address, telephone number, fax number or e-mail address. In addition, whenever an attorney changes firm affiliation, there shall be filed in each case in which that attorney has appeared, a notice as to the attorney and law firm that will thereafter represent that party. Registered ECF Users shall notify the ECF Support Center at (213) 894-2365 and an e-mail shall be sent to ECF_support@cacb.uscourts.gov to provide the Court with the notification of change in registration information.

D. Login and Password

1. Use of Login and Password. It shall be the duty of the registered ECF User to retain control of, and to protect and secure the confidentiality of, his or her login and password, and to prevent their disclosure to any person not authorized to use them. No registered ECF User shall knowingly permit or cause to permit his or her login and password to be utilized by anyone other than an individual empowered to act on behalf of the registered user. A registered ECF User shall immediately notify the ECF Support Center at (213) 894-2365 upon learning that the security of his or her login and password has been compromised. A follow-up e-mail shall also be sent to ECF_support@cacb.uscourts.gov.
2. Suspension or Cancellation by Court. The Court may suspend or revoke an ECF User's password and, therefore, his or her authority and ability to electronically file documents for: (1) failure to comply with any provision of the agreement contained in the ECF User's Registration Form; (2) failure to adequately protect his or her password; (3) failure to comply with the provisions of the Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers Using the Case Management/Electronic Case Files (CM/ECF) System; (4) failure to pay fees required for documents filed electronically; (5) other misuse of the CM/ECF system; or (6) a sanction ordered by the Court after notice and opportunity for hearing.

II. CONSEQUENCES OF ELECTRONIC FILING

A. Effectiveness of Electronically Filed Document

The electronic filing of a document, together with the transmission by the Court of a Notice of Electronic Filing to the user filing the document, constitutes the filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Court's Local Bankruptcy Rules and constitutes entry of the document on the docket by the Clerk under Federal Rule of Bankruptcy Procedure 5003. The official record of all documents is the electronic recording of the document as stored by the Court.

B. Time of Filing

Filing of a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight, Pacific Standard or Daylight Saving Time, whichever is then in effect, to be considered timely filed that day. The date and time of filing is stated on the Notice of Electronic Filing from the Court. This time stamp is based on the time of the electronic receipt of the document by the Court, and not by the time of transmission by the ECF User.

C. Virtual Documents

Virtual documents are certain documents (including some orders) which are frequently used by trustees and the Court, and the text of which does not vary from case to case. A virtual document consists entirely of the text contained in the docket entry and is not embodied in any other document or electronic recording. The docket entry for a virtual document shall be fully effective despite the absence of a document or electronic recording apart from the docket entry. Examples of virtual documents are a trustee's report of no distribution, a trustee's initial report in an asset case, and a final decree closing the case.

III. SIGNATURES

A. Registered ECF User

1. Use of Login and Password. The use of a registered ECF User's login and password to file a document electronically shall constitute the signature of the registered ECF User on the document being electronically filed. The attorney shall sign a true and correct hard copy of the document before the electronic version of the same has been electronically filed.

2. Use of "/s/". The signature of the registered ECF User on electronically filed documents shall be denoted by "/s/," followed by the registered ECF User's name, on the signature lines where such signatures are required or applicable. Failure to denote "/s/," followed by the registered ECF User's name, on applicable signature lines shall constitute a failure to sign the documents on such signature lines. If the registered ECF User is an attorney, the use of the registered attorney's login and password to file a document electronically shall constitute the signature of that attorney on that document under Federal Rule of Bankruptcy Procedure 9011 and Local Bankruptcy Rule 1002-1(a)
3. Virtual Documents. The use of the trustee's ECF User login and password shall constitute the trustee's signature on a virtual document. A virtual document that is a Court notice or order entered by the Court shall be deemed signed by the individual whose name appears as judge or Clerk of the Court.
4. Retention of Original Signatures. The registered ECF User electronically filing the document shall maintain the executed original of the document for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original available for review upon request of the Court or other parties.

B. Debtor(s) or Other Parties Represented by Registered ECF User

1. Use of "/s/". The signature of the debtor or other party on electronically filed documents shall be denoted by "/s/," followed by the debtor's or other party's name, on the signature lines where such signatures are required or applicable. Failure to denote "/s/," followed by the debtor's or other party's name, on applicable signature lines shall constitute a failure to sign the documents on such signature lines. The debtor or other party shall sign a true and correct hard copy of the document before the electronic version of the same has been electronically filed. Any subsequently filed amended petitions, schedules, statements, or plans must either be filed electronically with the imaged signature of the debtor(s) or accompanied by a *Electronic Filing Declaration* or *Electronic Filing Declaration of Authorized Signatory* containing the imaged signatures of the debtor or the debtor's representatives.
2. Original Signatures. Documents filed electronically using the CM/ECF system shall be accompanied by a scanned copy of an *Electronic Filing Declaration* signed by the debtor(s) or other party, and the attorney, or an *Electronic Filing Declaration of Authorized Signatory* if the debtor is a corporation or partnership. Failure to submit the Declaration shall constitute a failure to sign in the locations indicated by "/s/," followed by the debtor's or other party's name, by the debtor or other party.

3. Retention of Original Signatures. The attorney or other ECF User electronically filing such documents shall maintain the executed original of the Declaration for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original of the Declaration available for review upon request of the Court or other parties.

C. Party Other Than Registered ECF User, Debtor, or Other Party Represented by Registered ECF User

1. Image of Signature. Documents that require the verified signature of a party other than the registered ECF User who is electronically filing the document, the debtor(s), or other party represented by registered ECF User shall be electronically imaged using scanning technology and electronically filed in portable document format (PDF) as specified by the Clerk of Court.
2. Verification of Documents. The use of the registered ECF User's login and password by the attorney electronically filing the document is the attorney's representation that the document being filed is a true and correct copy of the original document bearing such other individual's signature.
3. Retention of Original Signatures. The registered ECF User electronically filing the document shall maintain the executed original of the document for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original available for review upon request of the Court or other parties.

D. Documents with Multiple Signatures (i.e., Stipulations, etc.)

Documents requiring the signatures of more than one party, such as a stipulation, must be electronically filed as follows:

1. Verification of Content of Document. The attorney electronically filing the document shall initially confirm that the content of the document is acceptable to all persons required to sign the document by obtaining their original signatures on the document.
2. Image of Signatures. The document containing the original signatures shall be imaged using scanning technology and electronically filed in portable document format (.PDF).
3. Retention of Original Signatures. The attorney electronically filing the document shall maintain the executed original for a period of five years after the closing of the case or adversary proceeding in which the document is filed, and shall make the executed original available for review upon request of the Court or other parties.

E. Employee of Registered CM/ECF User

An employee of a registered ECF User who has a CM/ECF password may submit an electronic signature solely for the purpose of verifying proofs of service of documents. The signature of the employee on the proof of service shall be denoted by “/s/”, followed by the employee’s name on the signature line where such signatures are required or applicable. The registered ECF User whose password was used to electronically file or lodge the document is responsible for the accuracy of the verification.

IV. ELECTRONIC FILING PROTOCOLS

A. General

The Clerk of Court is authorized to establish detailed procedures and requirements regarding the electronic filing of documents. Such detailed procedures and requirements may be contained in guidelines, notices, user guides, and the like, posted on the Court’s website and available at the Clerk’s Office.

B. Courtesy and Chambers Copies

A paper copy of documents filed through the Court’s CM/ECF system must be immediately delivered (in person or by mail) to the Intake area of the divisional office to which the relevant case or proceeding has been assigned in accordance with applicable Local Bankruptcy Rules. All copies must be accompanied by a copy of the Notice of Electronic Filing (NEF), confirming the filing of the original document and marked “Chamber’s Copy.” In addition, pursuant to the Local Bankruptcy Rules, some documents require a Courtesy Copy to be delivered directly to Chambers. This requirement is not affected by electronic filing. Therefore, some documents may require two copies to be delivered to the Court. Courtesy Copies must also be clearly marked as Courtesy Copies and include a copy of the CM/ECF receipt (NEF).

C. Document Size

Document files shall not be larger than 2 megabytes (MB) in size. An ECF User should check the size of the file prior to attempting to upload it in the CM/ECF system. Generally, 40 pages of text converted from a standard word processing format to a PDF image should not exceed 2 MB. However, a PDF file created through scanning a document or by inserting additional pages that have been scanned may result in a file exceeding 2 MB. In particular, scanning a document with graphics or dark areas will significantly affect file size. A file exceeding the 2 MB limit must be broken into smaller sections and uploaded as consecutively numbered attachments to the main document.

D. Image Size

Individual pages of documents shall not exceed 8.5 x 11 inches. An ECF User should check the page size prior to attempting to upload the PDF in the CM/ECF system. PDF files with pages exceeding the 8.5 x 11 inch limit must be modified before uploading.

E. Hyperlinks

Documents filed using the CM/ECF system may include the following type of hyperlinks:

1. Hyperlinks to other portions of the same document; and
2. Hyperlinks to a location on the Internet that contains a source document for a citation or other reference materials.

Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document. Neither a hyperlink, nor any site to which it refers, shall be considered part of the record. Hyperlinks are simply convenient mechanisms for accessing material cited in a filed document. The Court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlink site, or at any site to which that site may be linked. The Court accepts no responsibility for the availability or functionality of any hyperlink.

F. Emergency Motions

ECF Users seeking to file emergency motions or other expedited matters shall immediately advise the assigned judge's courtroom deputy of the filing by phone. Compliance with Local Bankruptcy Rule 9075-1(a) is required. The name and phone number of the courtroom deputy for each judge are posted on the Court's website at www.cacb.uscourts.gov.

G. Title of Docket Entries

The ECF User must designate a title for the document using one of the main categories provided in the CM/ECF system (e.g., motion, application, etc.).

H. Correcting Documents Filed in Error

1. When a document has been filed electronically, the official record is the electronic recording of the document as stored by the Court. Only the Clerk's Office can make changes to the docket entry.
2. A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or entering the wrong case number. If an error is detected after an item is on the docket, DO NOT ATTEMPT TO RE-FILE THE DOCUMENT.

3. After an error is discovered, contact the ECF Support Center at (213) 894-2365 as soon as possible. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. A follow-up e-mail shall also be sent to ECF_support@cacb.uscourts.gov. You will be advised if you need to re-file the documents. The CM/ECF system will not permit you to make changes to a document or docket entry once the transaction has been accepted.
4. If an error regarding a fee occurs, do not pay the fee until after speaking with someone at the ECF Support Center.

I. Verification of Document Image

An ECF User shall verify, by checking the link in the Notice of Electronic Filing or by reviewing the docket within 2 business days after the electronic filing, that the image of the filed document is a correct and complete copy of the document intended to be filed. An ECF User shall immediately notify the ECF Support Center at (213) 894-2365 of the discovery of an incorrect or incomplete image of a document. A follow-up e-mail shall also be sent to ECF_support@cacb.uscourts.gov

J. Anti-Virus Software

Each ECF User shall utilize updated anti-virus software at all locations from which Internet access is made. The filing party must check all electronic files submitted on disk or transmitted by e-mail to the Clerk's Office or a judge's chambers for viruses or worms.

V. **PRIVACY**

A. Redaction of Personal Identifiers

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents and pleadings filed with the Court, including exhibits thereto, whether filed electronically or in paper format, unless otherwise ordered by the Court or required by statute, the Federal Rules of Bankruptcy Procedure or the Official Bankruptcy Forms.

1. **Social Security Numbers.** If disclosure of a Social Security number is required, only the last four digits of that number should be used. [This does not apply to Official Form 21, Statement of Social Security Number(s)].
2. **Names of Minor Children.** If disclosure of the identity of any minor child is required, only the initials of that child should be used.

3. Dates of Birth. If disclosure of an individual's date of birth is required by any statement or schedule, only the year should be used.
4. Financial Account Numbers. If disclosure of any financial account number is required, only the last four digits of that number should be used.

The responsibility for redacting the personal identifiers listed above rests solely with counsel and the parties. The Clerk's Office will not review each document for compliance with this rule.

B. Social Security Number

The debtor shall sign a true and correct hard copy of the Statement of Social Security Number(s) (Official Form B21) before the electronic version of the same has been electronically filed. In lieu of submitting the Statement of Social Security Number(s), an ECF User shall submit the full (9-digit) Social Security number of the debtor by manual data entry or by using the "case upload" feature in CM/ECF. **The full Social Security number shall not be included on the PDF image of the electronically filed petition.** The debtor shall verify that the Social Security number submitted at the time of the electronic opening of the bankruptcy case is true and correct by so declaring on the Declaration Regarding Electronic Filing. Failure to submit the debtor's full Social Security number at the time the case is filed may result in the dismissal of the case. If the debtor does not have a Social Security number, the debtor shall submit, within two business days after the date the petition was filed, a signed paper copy of the Statement of Social Security Number(s) with that information.

VI. PAYMENT OF FILING FEES

A. When Fees are Due

For filings that require a fee, the CM/ECF system will prompt the ECF User to enter credit card information (card number and expiration date) and the payment amount following the transaction. The credit card receipt shall include a reference to the case and docket number. Funds will be automatically charged to the card holder's account by the United States Treasury Department. **All applicable filing fees shall be paid at the time in which the transaction requiring a fee occurs.**

B. Consequences of Not Paying Fees Timely

The CM/ECF system will automatically disable access for registered ECF Users with filing fees outstanding. The registered ECF User whose access to the CM/ECF system has been disabled will be able to login to the system, but will not be able to view or file any documents until he or she pays the outstanding fees. Once the outstanding fees are paid, the registered ECF User's system access to file and view electronic documents will be reinstated upon review and approval by the Clerk of Court.

VII. SERVICE OF DOCUMENTS BY ELECTRONIC MEANS

A. Consent to Electronic Service

ECF Users shall be required to consent to electronic service of all documents, except with regard to service of a summons and complaint as a condition of participation in the CM/ECF system. The consent is effective upon activation of the ECF User's login and password in the live CM/ECF system. An entity that is not a registered ECF User may consent in writing to electronic service of all documents, except a summons and copy of a complaint, through the CM/ECF system by completing a Court-approved consent form available on the Court's website. The consent shall apply in all cases in which the consenting entity is a party. The entity may withdraw consent to electronic service by giving notice of not less than 30 days to all parties in matters in which the entity is a party.

B. Notice of Electronic Filing

1. Whenever a document is filed electronically using the Court's CM/ECF system, the filing party automatically will be sent a Notice of Electronic Filing by electronic means at the time of docketing. Electronic transmission of the Notice of Electronic Filing through the Court's transmission facilities constitutes service of the notice of the filed document to registered users and others who have consented in writing to accept such service of notice. The party filing the document using the Court's CM/ECF system shall serve the document on other parties as required by the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules.
2. A certificate of service must be filed pursuant to Local Bankruptcy Rule 7004-1(b) for all documents filed electronically, indicating that service was accomplished through the Notice of Electronic Filing for parties and counsel who are registered ECF Users, and indicating how service was accomplished on any party or counsel who is not an ECF User.
3. A party entitled to service who is not a registered ECF User in the CM/ECF system is entitled to a paper copy of any electronically filed pleading or paper. The filing party must serve the non-registered party with the pleading or paper according to the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules.
4. Copies of documents that have been filed electronically which the Court is required to transmit to the United States Trustee shall be transmitted to the United States Trustee electronically.

C. Notice of Claim Filed by Debtor or Trustee

A debtor's attorney or a trustee electronically filing a proof of claim on behalf of a creditor under Federal Rule of Bankruptcy Procedure 3004 shall be responsible for giving notice of the filing to the creditor, debtor and trustee as required by that rule.

D. Exceptions to Electronic Notice & Service on United States Trustee

Beginning April 1, 2008, persons or entities filing the following documents must also serve the **U.S.** Trustee by U.S. mail, overnight mail, Federal Express, or courier on or before the date the document is filed. The proof of service must indicate that the **U.S.** Trustee was served via one of the foregoing forms of service for:

1. Proposed Orders or Judgments. Persons and entities must continue to comply with the Court's Local Bankruptcy Rules regarding service of proposed orders or judgments, whether or not the proposed order or judgment is electronically lodged via the Court's Electronic Lodged Upload (LOU) program.
2. Complaints Served Upon United States Trustee as a Defendant. Persons and entities must comply with FRBP 7004(b)(10) when the **U.S.** Trustee is named in an adversary proceeding as a party within the meaning of Part VII of the FRBP, whether or not the **U.S.** Trustee is a trustee in the case. This requirement is consistent with the Court's CM/ECF Administrative Procedures, paragraph VII.A.
3. Other Documents Specified in the Court's CM/ECF Administrative Procedures or Local Bankruptcy Rules (LBR) relevant to Electronic Notice & Service. Persons and entities must comply with the Court's other LBR and CM/ECF Administrative Procedures that require non-electronic notice and/or service of specified documents.
4. Special Situations. Persons and entities filing the following documents must serve the **U.S.** Trustee by U.S. mail, overnight mail, Federal Express, or courier on or before the date that the document is filed. The proof of service must indicate that the **U.S.** Trustee was served via one of the foregoing forms of service for:
 - a. Documents exceeding 50 pages in length. When determining page length, all pages, including but not limited to exhibits, declarations and proof of service, are to be counted.
 - b. All Requests to Hear Matters on Emergency Basis or Shortened Notice, or for Relief Without Hearing. These documents include papers:
 - (1) making the request;
 - (2) responding to the request; and
 - (3) relating to chapter 11 first day motions.
 - c. Any Document Filed within 10 Days of a Hearing. This includes documents:

- (1) filed timely or untimely;
- (2) related to hearings set on regular notice; and
- (3) related to hearings set on shortened notice or emergency basis.

d. Individual Capacity Matters (e.g., complaints, motions or other filings filed against the United States Trustee and/or any of the United States Trustee's staff in their capacity as individuals). The service of any such filing must be made in compliance with either Rule 4 of the Federal Rules of Civil Procedure and with any and all other applicable rules or civil, bankruptcy and/or appellate procedure.

VIII. Proposed Orders

Unless otherwise authorized by the Court, proposed orders may be submitted electronically on all cases and adversary proceedings using the Court's Lodged Order Upload (LOU) program in CM/ECF. The procedures for using the Court's Lodged Order Upload program are available on the Court's website at www.cacb.uscourts.gov/ElectronicSystems&Status>CM/ECFhomepage>Procedures&Rules>ECFProcedures. All orders uploaded electronically using the LOU program must be submitted in accordance with the guidelines outlined below.

- A. Submission of Proposed Orders. All orders submitted using the Court's Lodged Order Upload (LOU) program must be accompanied by a Proof of Service page of the Proposed Form of Order in accordance with Local Bankruptcy Rule 9021-1. Electronic signatures are allowed on the Proof of Service page as the Court recognizes that non-ECF registered support staff may be completing service of the proposed order. The ECF registered attorney whose ECF username/password and Live login are used to upload the order is responsible for the accuracy of proofs of service electronically signed by non-ECF registered persons.
- B. Format. The order must be submitted in MS-WORD FORMAT to allow electronic processing by the Court. PDF format and WordPerfect are not acceptable as these formats cannot be effectively edited and entered by the Court. Please contact the ECF Help Desk if you have any questions.
- C. Service List. When organizing the Service List for the *Entered Order*:
 1. Only include those parties who are entitled to service of the entered order. See Local Bankruptcy Rule 9021-1(a)(1)(D), Local Bankruptcy Rule 2002-2, F.R.B.P. Rule 9022 and other relevant F.R.B.P. Rules to determine parties entitled to service of the entered order.

2. The parties should be listed in two columns. The first column should contain the heading “Served Electronically” and should include those **to be served** in this manner, and the second column should **contain the heading “Served by U.S. Mail”** and include those to be served in this manner. Please refer to the Lodge Order Upload (LOU) procedure for a sample Service List of an Entered Order.
 3. To find out who will receive electronic notification and who needs to be served “by other means”, click on UTILITIES from the main screen, then under the “Miscellaneous” subheading click on “Mailings”, then click “Mail Info for a Case”. After you enter the case number, it will display a list of participants segregated by the type of service – electronic or manual.
- D. Conformed Copies and Envelopes. At the present time, paper copies of all orders will be served on all parties on the Service List by regular U.S. Mail. The party submitting the order must deliver the following items to the Court:
1. Stamped, pre-addressed envelopes for all names appearing on the Proposed Order Service List under the category “**Served by U.S. Mail.**” The stamped, pre-addressed envelopes must be delivered (in person or by mail) to the Intake area of the divisional office in which the relevant case or proceeding has been assigned within 48 hours from the electronic submission of an order.
 2. A face page copy of the submitted order and a copy of your LOU transaction receipt must be delivered to the Intake area, along with the stamped, pre-addressed envelopes.
- E. Elimination of Combined Applications, Motions or Stipulations with Orders. Except as otherwise noted, the Court will no longer accept applications, motions or stipulations with an order when they are combined in one document. The motion or stipulation must be filed as a separate entry on the Case Docket via CM **before** the order is uploaded in LOU.
- F. Courtesy and Chambers Copy. When uploading ex parte orders, orders to prohibit or allow the use of cash collateral, temporary restraining orders and orders for a preliminary injunction, you must verify whether the assigned judge has additional procedures and instructions for the delivery of Courtesy and/or Chambers Copies. Paper copies of the uploaded order must be accompanied by a copy of the LOU transaction receipt.
- G. Orders on Motions & Matters Not Requiring a Hearing. Each judge may have additional procedures and instructions for submitting orders on motions and matters that do not require a hearing date pursuant to Local Bankruptcy Rule 9013-1. All parties and counsel should review these procedures and instructions prior to submitting the order.

- H. Orders Approving Stipulations. Orders Approving Stipulations must be submitted separately from the stipulation. The stipulation must be filed in accordance to Section III, *paragraph D* of these administrative procedures.
- I. Orders Granting Motions That Contain an Attached Settlement Agreement, Sale Agreement or Other Agreement. Orders granting Motions for orders approving sale agreements, settlement agreements or other agreements must be submitted separately from any attached agreement. Please refer to the Lodged Order Upload (LOU) procedures for instructions on how to submit such orders.

IX. ENTRY OF JUDGMENTS AND ORDERS

A. Electronic Transmission

Immediately upon the entry of a judgment or order, the Clerk's Office shall electronically transmit a Notice of Electronic Filing to registered ECF users and others who have consented to electronic service or notice in the case or proceeding through the Court's transmission facilities. The electronic transmission of the Notice of Electronic Filing shall constitute the service on such parties of the notice of entry of the judgment or order required by Federal Rule of Bankruptcy Procedure 9021.

B. Notice and Service by Mail

The Clerk's Office shall give notice of the entry of the judgment or order by mail to parties who have not consented to service or notice by electronic transmission.

X. EXCEPTIONS TO ELECTRONIC FILING

Unless otherwise ordered by the Court, the following documents shall be filed conventionally and not electronically unless specifically authorized by the Court:

1. Documents filed under seal;
2. Writs of execution;
3. Abstracts of judgments;
4. Applications for renewals of judgments;
5. Bonds; and
6. Interpleader with attached checks.

XI. TECHNICAL FAILURES

An ECF User whose filing is made untimely as a result of a technical failure may seek appropriate relief from the Court.

XII. PUBLIC ACCESS TO THE ECF SYSTEM

A. Internet Access

Internet access to the CM/ECF system is not available without a PACER login and password. A PACER login and password can be secured by contacting the PACER Service Center to establish an account. Registration may be made online at <http://pacer.psc.uscourts.gov> or by calling the PACER Service Center at (800) 676-6856. Such access to the CM/ECF system will allow the retrieval of the docket sheet and documents. Access to the CM/ECF system will be on a “read only” basis.

B. Public Access at the Court

The public will have electronic access at the Clerk’s Office during regular business hours for viewing the docket sheet and filed documents in the CM/ECF system.

C. Conventional Copies and Certified Copies

Conventional and certified copies of electronically filed documents may be purchased at the Clerk’s Office during regular business hours. The fee for copying and certification will be in accordance with the provisions of 28 U.S.C. § 1930.