



**ADMINISTRATIVE PROCEDURES
FOR FILING, SIGNING AND VERIFYING
PLEADINGS AND PAPERS
BY ELECTRONIC MEANS**

Revised January 1, 2012

Exhibit to Administrative Order No. 11 - 02

Table of Contents

I.	Registration for the Electronic Filing System	1
A.	Designation of Cases	1
B.	Mandatory Electronic Case Filings	1
C.	Logins and Passwords	1
D.	Registration and Access to the System	1
E.	Withdrawal from the System	3
II.	Electronic Filing, Service of Documents, and Timeliness	4
A.	Filing	4
	Portable Document Format	4
	Creditor Matrix	4
	Applications for Compensation	5
	Chambers Copies	5
	Summons	7
	Paper Documents	7
	Adjournment Requests	7
	Expedited Matters	7
B.	Service	7
C.	Section 341(a) Meeting of Creditors	8
D.	Timeliness	8
III.	Signatures	9
IV.	Fees	10
A.	Fee payment through Pay.gov	10
B.	Accepted credit cards	10
C.	Fees due same day incurred	10
D.	Fee schedule	10
E.	Viewing document through PACER	10
F.	Filing fee refunds	10
V.	Attachments	11
VI.	Sealed documents	11

VII.	Orders	11
A.	Ex Parte Orders	12
B.	Order Shortening Time	12
C.	Order to Show Cause	13
D.	Prior Notice of Temporary Restraining Order	13
E.	Retention/Employment Orders	13
VIII.	Docket Entries	14
IX.	Correcting Documents Filed in Error	14
X.	Technical Failures	15
XI.	Security of the System	15
XII.	Privacy	15
XIII.	Public Access to the System Docket	16

ATTACHMENTS

Case Management / Electronic Case Files (CM/ECF) System Attorney Registration Form (Form A)	17
Case Management / Electronic Case Files (CM/ECF) Electronic Filing Agent Registration Form (Form B)	20
Case Management / Electronic Case Files (CM/ECF) System Limited Filing Privileges Registration Form (Form C)	22
Certificate of Service - Sample Format (Form D)	25
Summary of Attachment and Certificate of Service - Sample Format (Form E)	26
E-Order Format (Unsigned) - Sample (Form F)	27
E-Order Format (Signed) - Sample (Form G)	28
Notice of Electronic Filing - Sample (Form H)	29

I. REGISTRATION FOR THE ELECTRONIC FILING SYSTEM**A. DESIGNATION OF CASES**

1. All documents submitted for filing in this district, shall be filed electronically using the Electronic Case Filing System (hereafter *System*) or shall be scanned and uploaded to the *System*.
2. Parties proceeding *pro se* shall not be required to file electronically. All filing requirements as provided in the *Fed. R. Bankr. P.* and the *Local Bankruptcy Rules* will apply.

B. MANDATORY ELECTRONIC CASE FILINGS

Petitions, pleadings, motions and all other documents filed in all cases after July 1, 2004 must be filed electronically pursuant to Administrative Order No. 03 - 01.

C. LOGINS AND PASSWORDS

Each attorney admitted to practice in the Northern District of New York, an out of district attorney in good standing in his/her district, legal staff filing on behalf of an attorney or trustee or a creditor participant in any case or proceeding shall be eligible for a *System* login and password from the Bankruptcy Court. The login and password permit the attorney or party to participate in the electronic retrieval and filing of pleadings and other papers in accordance with the *System*. Registration for a login and password is governed by Section I.D. below and *Local Bankruptcy Rule* 5005-3. The Bankruptcy Court reserves the right to deny a request for a *System* login and password. *Pro se* debtors are not eligible for a *System* login and password.

D. REGISTRATION AND ACCESS TO THE SYSTEM

1. Each attorney admitted to practice in the Northern District of New York or a participant desiring to file pleadings or other papers electronically must:
 - Complete and sign a [Case Management/Electronic Case Files \(CM/ECF\) System Attorney Registration Form](#) (attached as Form A to this procedure) and
 - complete the court's on-line test ([CM/ECF Certification Exam](#)) with a passing score of at least 80.

- **Note:** Registered Electronic Case Filing participants of the United States District Court for the Northern District of New York can also receive a login and password to the Bankruptcy Court ECF System by completing a [Case Management/Electronic Case Files \(CM/ECF\) System Attorney Registration Form](#) (attached to this procedure as Form A) **and** completing the court's on-line test with a passing score of at least 80. CM/ECF training classes will be held periodically throughout the year for interested attorneys and staff members.
2. An Out of District attorney desiring to file pleadings or other papers electronically must:
 - Complete and sign a [Case Management/Electronic Case Files \(CM/ECF\) System Attorney Registration Form](#) (attached to this procedure as Form A);
 - Be a registered Electronic Case Filing participant in a United States Bankruptcy Court in another state or district; and
 - Complete the court's on-line test ([CM/ECF Certification Exam](#)) with a passing score of at least 80.
 3. An attorney or trustee may request multiple logins and passwords for legal staff who file as agents on their behalf. When an agent files on behalf of the attorney, the docket text displays the name of the attorney as the filer. A filing agent may obtain a login and password by submitting a completed [Case Management/Electronic Case Files \(CM/ECF\) System Electronic Filing Agent Registration Form](#) (attached to this procedure as Form B).
 4. A Creditor Participant is permitted to electronically file proofs of claim, reaffirmation agreements, notices of appearance and other documents. A creditor participant desiring to file electronically must:
 - Complete, sign and submit a [Case Management/Electronic Case files \(CM/ECF\)System Limited Filing Privileges Registration Form](#) (attached as Form C to this procedure) and
 - Correctly file test documents in the CM/ECF test database prior to receiving a login and password.

The above mentioned forms are available on the Court's web site at: www.nynb.uscourts.gov.

5. All signed original Attorney Registration Forms and Limited Filing Privileges Registration Forms shall be mailed or delivered to:
**Director of I.T.
United States Bankruptcy Court
James T. Foley U.S. Court House
445 Broadway, Suite 330
Albany, NY 12207**
6. To ensure that the Clerk's Office has correctly entered a registering attorney's or participant's Internet e-mail address in the *System*, the Clerk's Office will send the attorney or participant an Internet e-mail message which will contain either the date and time of his/her training session at the Clerk's Office or instructions on completing the certification requirements remotely. The attorney or participant may indicate on his/her registration form the name(s) of his/her support staff that he/she would like included in the same training. The login and password will only be given to the registering attorney or participant.
7. A registered participant should change the court assigned password. This change can be made by logging into the *System* and accessing the menu option "Maintain Your ECF Account" under Utilities. In the event a filer believes that the security of an existing password has been compromised and in order to prevent unauthorized access to the *System* by use of that password, the registered participant shall immediately change his/her password in the *System* and thereafter provide notice to the Albany NDNY Help Desk (518 - 257 - 1616) and confirm by facsimile to the I.T. Director. If a registered participant forgets his/her password, the I.T. Director will assign a new password.
8. If any of the information on the Registration Form changes, e.g., mailing address, e-mailing address, etc., the registered participant must submit the appropriate amended form addressed to the I.T. Director as indicated in section I.D.5. above.

E. WITHDRAWAL FROM THE SYSTEM

A registered attorney or participant may withdraw from using the *System* by providing the Clerk's Office with notice of withdrawal. Such notice must be in writing, and mailed or delivered to the Clerk of Court. Upon receipt, the Clerk's Office will immediately cancel the password and will delete the attorney or participant's name from any applicable electronic service list.

The mailing address is:
Clerk of Court
United States Bankruptcy Court
James T. Foley U.S. Court House
445 Broadway, Suite 330
Albany, NY 12207

II. ELECTRONIC FILING, SERVICE OF DOCUMENTS, AND TIMELINESS

A. FILING

1. **Administrative Procedures and Local Rules**

The Administrative Procedures for Electronic Case Filing and the Administrative Order for Electronic Case Filing are to be read in conjunction with the *Local Bankruptcy Rules* for the Northern District of New York. In the event of a conflict between the Northern District of New York *Local Bankruptcy Rules* and the Administrative Procedures, the Administrative Procedures, as it relates to the electronic filing of petitions, pleadings, and other papers, shall govern.

2. **Portable Document Format**

Registered filers shall submit electronically all petitions, motions, pleadings, briefs, memoranda of law, proofs of claim, orders or other documents required to be filed with the court in connection with a case or proceeding, except as provided by this procedure or the *Local Bankruptcy Rules*, in Portable Document Format (PDF) or PDF/A.

NOTE: The newer PDF/A standard addresses concerns raised about the security and long term archival storage of documents. Standard word processing software is now capable of producing PDF/A documents. Although no target date has been set, in the future the court will require users to file documents in PDF/A format. Users of the NDNY *System* will be notified when the PDF/A format becomes mandatory.

3. **Creditor Matrix**

The creditor matrix is to be prepared with bankruptcy software or with word processing software and uploaded to the system as a Text (TXT) file. In addition a separate creditor mailing matrix is also to be prepared (in PDF format) and filed along with the Certification of Mailing Matrix in conformity with Local Bankruptcy

Rule 1007-2 (c). Creditors are to be listed in a single column format (left, center or right justified) with a one inch left margin. Creditors are to be single spaced (each on no more than 5 lines with no more than 40 characters per line) with a double space separating one creditor from the next. Account information must be placed on line 2 or 3 only. The city, state and zip code must all be on the last line.

Examples of the proper format for the matrix are as follows:

MBNA
Attn: Payment Center
Acct.No. XXX - XXX - 1234
P.O. Box 15019
Wilmington, DE 19886-5019

Wells Fargo Financial
Acct. No. XXX-XX-5678
Attn: The Collection Center
5 Gateway Drive, Suite 5000
Columbia, MD 21046

4. **Applications for Compensation**

Applications for compensation are to be filed electronically. A paper copy marked **ECF Case - Chambers Copy** is to be provided to the court. In addition, the U.S. Trustee is also to be provided with a paper copy of the application. The Chambers copy and the U.S. Trustee copy are to include all the items listed in subsections (b)(1) through (b)(9) of Local Bankruptcy Rule 2016-1.

5. **Chambers Copies**

A "Chambers Copy" in paper format for Chambers is required for the matters listed below. The copy must be clearly marked as "**ECF CASE - CHAMBERS COPY**" and must be submitted in compliance with the requirements of *Local Bankruptcy Rule* 9013-1 and should be submitted immediately after papers are filed electronically. The "Chambers Copy" need not contain an original signature. Unless directed by the court, copies should not be faxed to Chambers or Courtroom Services. Copies should be sent via the mail or hand delivered. *Attorneys who fail to provide Chambers Copy will be billed by the Clerk's Office for copying services.*

Note: The "Chambers Copy" is to be submitted to the actual

physical location of the judge assigned to the case. Chambers copies for Judge Davis are to be submitted to Utica; chambers copies for Judge Littlefield are to be submitted to Albany; chambers copies for Judge Cangilos-Ruiz are to be submitted to Syracuse.

Albany Chambers

- A. Notice of motion, motion, application, and certificate of service, except for chapter 13 trustee's motion to dismiss and to determine/expunge claim and chapter 7 trustee's final meeting notice;
- B. Opposition, response, or any pleading relating to a hearing;
- C. Opposition to disclosure statement in a chapter 11 case;
- D. Objection to confirmation of a chapter 11 plan;
- E. Pretrial statement; and
- F. Memoranda of law and any pleading and other document filed in regard to a submitted matter.

Syracuse Chambers

- A. Notice of motion, motion, application and certificate of service;
- B. Chapter 7 final meeting notice;
- C. Any pleading filed in an adversary proceeding;
- D. Pretrial statement;
- E. Memoranda of law and any pleading or other document filed in regard to a submitted matter;
- F. Any document regarding an appeal;
- G. Withdrawal of reference; and
- H. Any objection pursuant to *Fed. R. Bankr. P. 9033*.

Utica Chambers

- A. Notice of motion, motion, application and certificate of service;
- B. Chapter 7 final meeting notice;
- C. Any pleading filed in an adversary proceeding;
- D. Pretrial statement;
- E. Memoranda of law and any pleading or other document filed in regard to a submitted matter;
- F. Any document regarding an appeal;
- G. Withdrawal of reference; and
- H. Any objection pursuant to *Fed. R. Bankr. P. 9033*.

6. **Summons**

It is not necessary to submit a paper summons to the Clerk's Office to have it signed, sealed and issued for service on the defendant(s). The *System* will electronically generate the initial summons in an adversary proceeding. The electronic summons will contain the Clerk's signature and court seal. Multiple copies can be printed for service upon the defendant(s). Proof of service will still be required.

7. **Paper Documents**

The Clerk's Office will not maintain a paper court file in any case except as otherwise provided by this procedure. The official court record shall be an electronic file maintained on the court's file server. Any documents received in paper format in Chambers or the Clerk's Office may be shredded when it is determined that they are no longer needed.

8. **Adjournment Requests**

Adjournment letters and status conference requests are to be filed electronically. They shall also be faxed to Chambers in Albany.

9. **Expedited Matters**

In expedited matters, the movant shall contact Chambers staff by phone as soon as possible before filing the item needing expedited treatment.

B. SERVICE

1. Whenever a pleading or other paper is filed electronically, in accordance with these procedures and the *Local Bankruptcy Rules*, the *System* shall generate a "Notice of Electronic Filing," (attached to this procedure as Form H), to the filing party and any other party who has requested electronic notice in that case.
 - a. If the recipient is a registered participant in the *System*, the Clerk's e-mailing of the "Notice of Electronic Filing" shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid.
 - b. Service of the "Notice of Electronic Filing" on a party who is not a registered participant in the *System* may be accomplished by e-mail, subject to the additional service

requirements of paragraph II.B.3. below.

- c. There is no opt out option to electronic service via the "Notice of Electronic filing".
2. A certificate of service on all parties entitled to service or notice is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so entitled. Sample language for a Certificate of Service is attached to these procedures as Form D.
3. A party who is not a registered participant of the *System* is entitled to a paper copy of any electronically filed pleading or paper. The filing party must therefore provide the non-registered party with the pleading or paper according to the *Fed. R. Bankr. P.* and *Local Bankruptcy Rules*.

C. *SECTION 341(a) MEETING OF CREDITORS*

The attorney for the debtor or the *pro se* debtor shall bring to the section 341(a) meeting of creditors the electronically filed petition, schedule, lists and statement of affairs bearing the original signatures.

D. *TIMELINESS*

1. Filing of documents electronically does not alter the filing deadline for that document.
2. Local Bankruptcy Rule 9013-1(f) requires that a pleading or other document electronically filed on the last day for filing must be filed by 4:00PM Eastern Standard Time. Generally, electronic filings are considered timely if received by the court before midnight on the date set as a deadline, unless the judge or *Local Bankruptcy Rules* specifically require an earlier filing.
3. Any answering papers filed electronically on the last day for filing pursuant to Local Bankruptcy Rule 9013-1(g) must be filed by 4:00 PM Eastern Standard Time.
4. Any motions filed electronically on the last day for filing pursuant to Local Bankruptcy Rule 9013-1(e) must be filed by 4:00 PM Eastern Standard Time.

5. Due to variations in time zones, timeliness is established based on the Eastern time zone where the Northern District of New York is located.
6. A filer whose document is made untimely as the result of a technical failure of the court's CM/ECF site, as prescribed in Section X. of this procedure, may seek appropriate relief from the court.

III. SIGNATURES

- A. Petitions, lists, schedules and statements, amendments, pleadings, affidavits, and other documents which must contain original signatures or which require verification under *Fed. R. Bankr.P.* 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746, may be filed electronically by attorneys registered in the *System*.
- B. Attorneys who are not registered with the Bankruptcy Court for the Northern District of New York and who do not have a login and password provided by the Court are not permitted to electronically file documents using the login and password of another registered attorney. The attorney login and name shown on a filed document must match.
- C. A pleading or other document electronically filed shall indicate a signature in the format, "/s/ name," unless the document has been scanned and shows the original signature.
- D. A copy containing an original signature must be retained by the filer for a minimum of two (2) years after the closing of the case and all time periods for appeals have expired unless the court orders a different period. In adversary proceedings, the parties shall maintain the original documents for a minimum of two (2) years after the proceeding ends and all time periods for appeals have expired unless the court orders a different period. These retention periods do not affect or replace any other periods required by other applicable laws or rules. Upon request of the court, the filer must provide original documents for review. Compliance with *Fed. R. Bankr. P.* 9011 is required.
- E. The following procedure applies when a stipulation, which does not require an order, or another document requires two or more signatures:
 1. The filer shall obtain the physical signature of all parties required to

sign the document. For purposes of this procedure a facsimile signature is permitted.

2. Depending on the preference within each division of the district, the filer shall either (i) scan the document reflecting the actual script signatures and upload the same, or (ii) indicate each signature using the format "/s/name."
3. The filing party originating the document shall maintain the original signed document as provided for in Section III. D. above.

IV. FEES

A. Fee payment through Pay.gov.

Filing fees are to be paid through the on-line payment program (Pay.gov) in CM/ECF. The court will not manually charge an attorney's credit card for filing fees incurred through CM/ECF.

B. Accepted credit cards.

Only VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, and DINER'S CLUB credit cards are accepted.

C. Fees due same day incurred.

Filing fees are to be paid through the on-line payment program (Pay.gov) on the same day they are incurred. Failure to pay filing fees will result in your ECF account being automatically locked. Participants will be unable to file on-line until fees are paid in full. PACER access to view dockets will be unaffected.

D. Fee schedule.

Except as otherwise provide, all registered participants in the System shall be subject to the fees set forth in the Fee Schedule for Electronic Public Access (EPA Fee schedule), adopted by the Judicial Conference of the United States.

E. Viewing document through PACER.

Attorneys of record and parties in a case receive one free electronic viewing of all filed documents through PACER from which he or she can save or print the document. Additional PACER access to the pleading is subject to PACER fees.

F. Filing fee refunds

Filing fees will not be refunded unless so ordered by the court. Requests

for refunds are to be made by motion or application and order.

V. ATTACHMENTS

- A. Registered participants must submit all documents referenced as attachments including but not limited to leases, notes and the like in Portable Document Format (PDF) unless the court permits conventional paper filing. Attachments may be summarized (using attached Form E) and only the relevant excerpts electronically filed.
- B. The size of the electronic file shall be no larger than 2 megabytes. Attachments larger than 2 megabytes must be split into separate PDF files and the multiple PDF files attached to the pleading.
- C. If an attachment is not available in electronic form, it is preferred that such documents, or the relevant portions thereof, be electronically imaged, i.e. scanned, and filed using the Portable Document Format (PDF). Excerpted material must be clear and prominently identified as such. The file size limits as stated in section V.B. above are required.
- D. The filing party of electronic excerpts of documents as attachments do so without prejudice to their right to timely file additional excerpts or complete attachments.
- E. The filing party must promptly provide excerpted documents in full if the court or a responding party makes such a request.

VI. SEALED DOCUMENTS

- A. A motion to file a document under seal may be filed electronically unless prohibited by law.
- B. Documents ordered to be placed under seal must be filed conventionally in paper format and **NOT** electronically, unless specifically authorized by the court.
- C. The filing party must submit to the clerk a paper copy of the signed order attached to the documents to be sealed by the clerk.

VII. ORDERS

- All proposed orders, must be submitted electronically using the E-Orders feature of CM/ECF and shall only be submitted ***after the return date of***

the hearing or trial, unless otherwise ordered by the court. Registered users will be notified when and how to file certain orders and applications electronically if not already allowed.

- A copy of a proposed order can be included as an attachment to an electronically filed pleading if the proposed order is clearly marked as an "EXHIBIT" only. This copy will not be considered by the court and will not be signed by the court.
- Any order filed electronically by the court without the original signature of a judge has the same force and effect as if the judge had affixed his/her signature to a paper copy of the order and it had been entered on the docket in paper format.
- Any ministerial order filed electronically by the Clerk without the original signature of the Clerk has the same force and effect as if the Clerk had affixed his/her signature to a paper copy of the order and it had been entered on the docket in paper format.

A. ***EX PARTE ORDERS***

Application

A request for *ex parte* relief shall be made by affidavit or motion containing a clear and specific showing of cause for both *ex parte* action as well as the relief requested and whether previous application for similar relief has been made.

Submission

The underlying affidavit or motion shall be filed electronically and the proposed *ex parte* order shall be uploaded immediately following the filing of the underlying application via the E-Orders menu. The application shall not be uploaded as one PDF document via E-Orders. If the relief requested would be defeated by prior notice, the application may be filed in paper format pursuant to paragraph (D) of this procedure.

B. ***ORDER SHORTENING TIME***

Application

A request for an order shortening any specified notice period shall be made by application for an expedited hearing on the motion pursuant to Fed. R. Bankr. P. 9006(d). Such application shall contain a clear and specific showing by affidavit of good and sufficient reasons for shortening the notice period and whether previous application for similar relief has been made. Law office failure to act does not provide good and sufficient cause.

Submission

The underlying motion shall be filed electronically, and then the application for an expedited hearing shall be filed electronically and linked to the underlying motion. A proposed order shortening time shall be emailed to Chambers in either Word or WordPerfect format and not filed on the docket. The proposed order shortening time should specify the proposed manner of service and provide for the motion hearing date and time. Chambers must be notified before filing an application for an order shortening time.

C. ORDER TO SHOW CAUSE**Application**

No order to show cause to bring on a motion will be entered except upon a clear and specific showing by affidavit of good and sufficient reasons why proceeding other than by notice of motion is necessary. Law office failure to act does not provide good and sufficient cause. The papers shall also state whether a previous application for similar relief has been made.

Submission

The underlying affidavit shall be filed electronically. A proposed order shortening time shall be emailed to Chambers in either Word or WordPerfect format and not filed on the docket. Chambers must be notified before filing an affidavit in support of an order to show cause.

D. PRIOR NOTICE OF TEMPORARY RESTRAINING ORDER

Unless the purpose of an order to show cause would be defeated by prior notice, any party seeking an order to show cause which contains temporary restraining relief shall give an opposing party or, if known, counsel for an opposing party, at least 24 hours prior notice, if possible, of the presentation of the order to show cause and the underlying papers, including the date and time of the proposed presentment of said order to show cause to the court. Proof of notice of presentment shall be filed with the court.

E. RETENTION/EMPLOYMENT ORDERS**Application**

The application for employment shall be electronically filed with the court on twenty-one (21) days notice to the United States trustee. The application will be deemed ripe for the court's consideration upon the earlier of (1) the filing of a response by the United States trustee, or (2)

the expiration of the twenty-one (21) day period. If an objection to the application or the proposed order approving the employment is filed, a hearing on the application will be set by the clerk. If no action is taken by the United States trustee within the twenty-one (21) day period, the court, in its discretion, may schedule a hearing on the application or enter an order approving the employment.

Submission

An order approving the application shall be submitted to the court upon the earlier of (1) the United States trustee's consent to the application, (2) the expiration of the twenty-one (21) day period, if no objection is filed, or (3) the conclusion of a hearing on the application. The order shall clearly state, inter alia, that no fees will be paid to the professional, including the use of any retainer received for post-petition services, without prior approval of the court.

NOTE: Employment of an Attorney Pursuant to § 327(e).

If the chapter 7 trustee seeks to employ an attorney to pursue the estate's interest in a claim previously held by the debtor, approval of the retention shall be sought by motion on notice pursuant to *Local Bankruptcy Rule* 9013-3. In addition to service on the United States trustee, the motion shall be served upon the debtor and attorney for the debtor.

VIII. DOCKET ENTRIES

- A. A filer who electronically submits a pleading or other document shall be responsible for designating a docket entry for the document by using one of the docket event categories prescribed by the court. This action constitutes an entry on the official court docket as provided in *Fed. R. Bankr. P.* 5003.
- B. The clerk shall enter all orders and judgments in the *System*, which constitute docketing of the order and judgment for all purposes. The clerk's notation in the appropriate docket of an order or judgment shall constitute the entry of the order or judgment as provided in *Fed. R. Bankr. P.* 5003.

IX. CORRECTING DOCUMENTS FILED IN ERROR

- A. Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office.
- B. A document incorrectly filed in a case may be the result of posting the

wrong PDF file to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. **Do not attempt to re-file the document if an error in filing is discovered.**

- C. As soon as possible after an error is discovered, the filer shall contact the Help Desk in the Clerk's Office which has jurisdiction over the case or proceeding. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the clerk will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The *System* will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.

X. TECHNICAL FAILURES

- A. The Clerk's Office shall deem this district's CM/ECF site to be subject to technical failure on any given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 PM. (Noon) that day. Known systems outages will be posted on our web site, if possible.
- B. Problems on the filer's end, such as with phone lines, filer's Internet Service Provider (ISP), or hardware or software, will not constitute a technical failure under these procedures nor excuse an untimely filing. A filer who cannot file a document electronically because of a problem on the filer's end must file the document conventionally.

XI. SECURITY OF THE SYSTEM

Each electronically filed paper shall be assigned a special identification number which can be traced, if necessary, to detect post filing alterations to a document.

XII. PRIVACY

- A. To address the privacy concerns created by Internet access to court documents, filers may modify or partially redact certain personal data identifiers appearing in pleadings or other papers. This data and the suggested modifications are as follows:
1. Minor's Name: Use the minor's initials;
 2. Financial Account Numbers: Identify the name or type of account

and the financial institution where maintained, but use only the last four numbers of the account number;

3. Social Security Numbers: Documents filed with the court should only contain the last four digits of the Social Security number. Attorneys are required to obtain the debtor's full social security number and maintain the originally signed "Form 21, Statement of Social Security Number" in their files;
 4. Dates of Birth: Use only the year; and
 5. Other data as permitted by order of the court.
- B. Information posted on the *System* must not be downloaded for uses inconsistent with the privacy rights of any person.

XIII. PUBLIC ACCESS TO THE SYSTEM DOCKET

- A. Electronic access to the electronic docket and documents filed in the *System* is available for viewing to the public at no charge at each Clerk's Office public counter during regular business hours. A fee for a paper copy of an electronic document is required in accordance with 28 U.S.C. § 1930.
- B. Although any person can retrieve and view the documents in the *System* and access information from it without charge access to the *System*, for viewing purposes is otherwise limited to subscribers to the Public Access to Court Electronic Records ("PACER) *System* and, in accordance with the ruling of the Judicial Conference of the United States, a user fee will be charged for accessing detailed case information, such as reviewing filed documents and docket sheets, but excluding review of calendars and similar general information.
- C. Conventional copies and certified copies of the electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certification will be in accordance with 28 U.S.C. § 1930.



United States Bankruptcy Court
Northern District of New York

**Case Management / Electronic Case Files (CM/ECF) System
Attorney Registration Form
(Form A)**

This form is to be used by attorneys to register for filing privileges to electronically file documents using the CM/ECF System in the U.S. Bankruptcy Court for the Northern District of New York.

First/Middle/Last Name: _____

Bar ID No: _____

State of Admission: _____

Admitted to Practice in U.S. District Court NDNY Yes
 No

If No checked above, you must list what U.S. District you are admitted to practice:

Firm Name: _____

Mailing Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail Address: _____

Other districts in which I am certified to file electronically using CM/ECF: _____

Send Electronic Notices to (check one) Each Filing End of Day Summary

Send Electronic Notices in the following format (check one)

- HTML for ISP mail service (i.e. AOL, Hotmail, Yahoo)
- Text for cc:mail, Groupwise, Outlook, Outlook Express
- Other (please list): _____

Who do you primarily represent Debtors Creditors Both

I, the attorney filer, certify under penalty of perjury that I agree to adhere to all the rules and regulations in the NDNY Administrative Order for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means currently in effect and any changes or additions that may be made to such Administrative Order and to the following:

1. I understand that use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Rule 9011 and 28 U.S.C. § 1746, and shall have the same force and effect as if I had affixed my signature on a paper document being filed. Signatures will be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line.
2. Registration shall constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to Fed. Rules of Bankruptcy Procedure 9036, where service of pleadings and other papers electronically is otherwise permitted by first class mail, postage paid.
3. I shall protect and secure the login and password issued by the court, and I shall be solely responsible to the court regarding each record entered into the CM/ECF system using my login and password. The login and password will be used only by me. If there is any reason to suspect misuse of the password, it is my duty to change my password and immediately contact the court to report the suspected misuse.
4. I may notify the court to terminate my status at anytime. If I cease to be an employee or agent of the firm on whose behalf documents are being electronically filed with the court, or for any other reason cease to be authorized to file electronically, I will promptly notify the court.
5. I shall maintain the accuracy of my account (e.g., mailing address, telephone number, fax number, e-mail address).
6. I understand that electronically filed documents requiring original signatures from any person other than me, must be maintained by me in paper form, bearing the original signatures, for two years after closing of the case or proceeding in which the documents were filed. Upon the court’s request, I must provide the original signed documents for review.

7. I agree to adhere to all rules and procedures of the U.S. Bankruptcy Court for the Northern District of New York concerning the use of CM/ECF.
8. This access is for use only in CM/ECF cases filed in the U.S. Bankruptcy Court for the Northern District of New York. It may be used to file and view electronic documents, docket sheets and reports. [Note: A PACER Account is necessary for this access. A PACER login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at <http://pacer.psc.uscourts.gov>. For assistance, call 1-800-676-6856.]
9. At any time without advance notice, the court may, *sua sponte*, terminate my account for any reason and future documents to be filed conventionally or in any other format specified by the court.

Date

Attorney Filers Signature

Last Four Digits of Social Security Number

Return form to: U.S. Bankruptcy Court, NDNY
Attn: Director of IT
James T. Foley Courthouse
445 Broadway, Suite 330
Albany, N.Y. 12207



United States Bankruptcy Court
Northern District of New York

**Case Management / Electronic Case Files (CM/ECF) System
Electronic Filing Agent Registration Form**

(Form B)

A person desiring to register as a Filing Agent for filing documents through the Court's Case Management / Electronic Case Filing system on behalf of a Registered Filing User (an attorney or trustee registered with the Court as a CM/ECF user) must provide the information requested below.

This form must be signed by ***both*** the Filing Agent requesting a login and password and the Registered Filing User.

Filing Agent Name: _____

Attorney / Trustee Name: _____

Firm Name: _____

Mailing Address: _____

Telephone Number: _____ Facsimile Number: _____

E-Mail Address: _____

By signing and submitting this registration form, the Filing Agent agrees to abide by the following requirements:

1. The Filing Agent agrees to adhere to all orders, rules and procedures of the U.S. Bankruptcy Court for the Northern District of New York concerning the use of CM/ECF.
2. Pursuant to Rule 9011 and Local Bankruptcy Rule 5005-2 ,electronically filed documents shall be signed by an attorney of record and that signature shall be indicated by "/s/" and the typed name of the person signing in the following format: "/s/ Jane Smith" on the signature line. The unique user name and password issued to each Registered Filing User and to each Filing Agent identifies the user upon login and constitutes the signature of the Registered Filing User.
3. The Filing Agent must protect and secure the login and password issued by the Court. The login and password must be used exclusively by the Filing Agent on

behalf of the Registered Filing User. The Filing Agent must not knowingly permit the login and password to be used by anyone who is not authorized. After the password has been issued by the Court, the Filing Agent is encouraged to change the password every 90 days. The Filing Agent must immediately notify the Court if misuse of a password is suspected.

4. The Registered Filing User must immediately notify the Court if a Filing Agent is no longer authorized to act as a Filing Agent.
5. The Filing Agent agrees to maintain the accuracy of his or her account (mailing address, telephone number, fax number, e-mail address) and to notify the Court whenever there is a change to the account information.
6. If the Filing Agent ceases to be an employee or agent of the firm on whose behalf documents are electronically filed, or for any other reason ceases to be authorized to file electronically, the Filing Agent will promptly notify the Court.
7. At any time without advance notice, the Court may revoke the login and password of a Filing Agent or a Registered Filing User.

Date

Filing Agent Applicant

I hereby acknowledge that the above applicant is authorized to act on my behalf as a Filing Agent for filing documents in the Court's Case Management/Electronic Case Filing system. I further acknowledge that any document filed by the above applicant as my Filing Agent is deemed to be signed and filed by me for purposes of Federal Rule of Bankruptcy Procedure 9011 and Local Bankruptcy Rule 5005.

Date

Registered Filing User

Bar ID Number and State of Admission

Return form to: U.S. Bankruptcy Court, NDNY
Attn: Director of I.T.
James T. Foley Courthouse
445 Broadway, Suite 330
Albany, N.Y. 12207



United States Bankruptcy Court
Northern District of New York

**Case Management / Electronic Case Files (CM/ECF) System
Limited Filing Privileges Registration Form
(Form C)**

This form is to be used by creditors to register for limited filing privileges to electronically file documents using the CM/ECF System in the U.S. Bankruptcy Court for the Northern District of New York.

The limited filer may only perform specified transactions, as set forth in paragraph 7 of this form. NOTE: If you are an attorney, complete the attorney registration form.

First/Middle/Last Name: _____

Title: _____

Entity Name: _____

Mailing Address: _____

Telephone Number: _____

Facsimile Number: _____

E-mail Address: _____

Other districts in which I am certified to file electronically using CM/ECF: _____

Send Electronic Notices to (check one) Each Filing End of Day Summary

Send Electronic Notices in the following format (check one)

- HTML for ISP mail service (i.e. AOL, Hotmail, Yahoo)
- Text for cc:mail, Groupwise, Outlook, Outlook Express
- Other (please list): _____

I, the limited filer, certify under penalty of perjury that I am authorized by the above-named entity to submit this registration form, and I understand and agree to adhere to the following:

1. I understand that use of my login and password constitutes my signature on an electronically filed document for all purposes, including those under Rule 9011 and 28 U.S.C. § 1746, and shall have the same force and effect as if I had affixed my signature on a paper document being filed. Signatures will be indicated by “/s/” and the typed name of the person signing in the following format: “/s/ Jane Smith” on the signature line.

2. I shall protect and secure the login and password issued by the court, and I shall be solely responsible to the court regarding each record entered into the CM/ECF system using my login and password. The login and password will be used only by me. If there is any reason to suspect misuse of the password, it is my duty to change my password and immediately contact the court to report the suspected misuse.

3. I may notify the court to terminate my status as a limited filer at anytime. If I cease to be an employee or agent of the entity on whose behalf documents are being electronically filed with the court, or for any other reason cease to be authorized to file electronically on behalf of the entity, I will promptly notify the court.

4. I shall maintain the accuracy of my account (e.g., mailing address, telephone number, fax number, e-mail address).

5. I understand that electronically filed documents requiring original signatures from any person other than me, must be maintained by me in paper form, bearing the original signatures, for two years after closing of the case or proceeding in which the documents were filed. Upon the court’s request, I must provide the original signed documents for review.

6. I agree to adhere to all rules and procedures of the U.S. Bankruptcy Court for the Northern District of New York concerning the use of CM/ECF.

7. Limited filing privileges are narrow in scope. I will only use CM/ECF to electronically file the following:

File a Claim, Transfer a claim, Withdraw a claim, Object to claim, Object to transfer of claim, File a Certification of Service, File a Creditor Request for Notices, File a Letter, File a Notice of Appearance and Request for Notice, File a Reaffirmation Agreement

The court reserves the right to modify these options or add additional options as deemed necessary.

8. I understand that using my limited filer account to monitor general activity in any case in which I have not filed a document is beyond the scope of my limited filing privileges. The limited filer account is intended for performing the specified transactions in Paragraph 7. In order to view and retrieve electronic docket sheets and documents available on

CM/ECF, I will use PACER. [Note: A PACER login and password may be obtained from the PACER Service Center. Registration for a PACER account is available online at <http://pacer.psc.uscourts.gov>. For assistance, call 1-800-676-6856.]

9. If the court determines that limited filers may receive notices electronically, then I expressly consent to receive notice and service of pleadings and other papers by electronic means from the court and other filing users in all cases, except with regard to service of a summons and complaint under Bankruptcy Rule 7004, a motion initiating a contested matter under Bankruptcy Rule 9014, or a subpoena under Bankruptcy Rule 9016.

10. At any time without advance notice, the court may, *sua sponte*, terminate my account for any reason and require future documents to be filed conventionally or in any other format specified by the court.

Date

Limited Filer Signature

Last Four Digits of Social Security Number

Return form to: U.S. Bankruptcy Court, NDNY
Attn: Director of IT
James T. Foley Courthouse
445 Broadway, Suite 330
Albany, N.Y. 12207

FORM D
(SAMPLE FORMAT)

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK

In Re:

Case No.

Chapter

Debtor(s).

CERTIFICATE OF SERVICE

I hereby certify that on, _____, I electronically filed the foregoing with the
_____ (Date)

Clerk of the Bankruptcy Court using the CM/ECF system which sent notification of such filing to
the following:

And, I hereby certify that I have mailed by the United States Postal Service the document
to the following non CM/ECF participants:

/s/ name

FORM E
(SAMPLE FORMAT)

UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF NEW YORK

In Re:

Case No.

Chapter

Debtor(s).

SUMMARY OF ATTACHMENT(S) AND CERTIFICATE OF SERVICE

The following attachment(s) in reference to _____ are available
upon request:

- 1.....
- 2.....
- 3.....

Respectfully submitted

/s/ name

ATTORNEY FOR

Copy of the above served this

_____ day of _____, _____ on:

[respondent parties if motion]

[debtor's (s') attorney and trustee if claim]

E-ORDER FORMAT (Unsigned) - Sample (Form F)

THIS AREA IS LEFT BLANK FOR THE SIGNATURE OF THE JUDGE.
ALLOW AT LEAST FOUR INCHES AT THE TOP FOR THE SIGNATURE.

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK

In re John Debtorman _____, _____)
_____))
Debtor(s) _____) Case No. 06-10001
_____))
_____))
_____) Chapter 7
_____)
_____)

ORDER VACATING FINAL DECREE

IT APPEARING that the Final Decree filed in the above-entitled case on
May 31, 2005 was filed in error as there are still matters pending in the case,
It is hereby ORDERED that said Final Decree is hereby vacated.

###

E-ORDER FORMAT (Signed) - Sample (Form G)

GRANTED. SO ORDERED

SIGNED this 2nd day of March, 2011.

Robert E. Littlefield, Jr.

Robert E. Littlefield, Jr.
Chief United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK

In re John Debtorman _____)
_____)
Debtor(s) _____) Case No. 06-10001
_____)
_____)
_____) Chapter 7
_____)
_____)

ORDER VACATING FINAL DECREE

IT APPEARING that the Final Decree filed in the above-entitled case on
May 31, 2005 was filed in error as there are still matters pending in the case,
It is hereby ORDERED that said Final Decree is hereby vacated.

###

Sample Notice of Electronic Filing
Form H

*****NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.**

U.S. Bankruptcy Court

Northern District of New York

Notice of Electronic Filing

The following transaction was received from Perry Mason entered on 12/20/2011 at 10:50 AM EST and filed on 12/20/2011

Case Name: Ferdie Mouse **Case Number:**06-60125-6**Document Number:**187 **Docket Text:** Ex Parte Motion for Relief from Stay . Receipt Number EXEMPT, Fee Amount of \$0.00 is Exempt Filed by Ferdie Mouse. (Mason, Perry)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:Motion.PDF

Electronic document Stamp:

[STAMP bkecfStamp_ID=1007484561 [Date=12/20/2011] [FileNumber=120618-0] [830361e0f320ef4e054adce1f3d424b47fcb4c8dbdbbfdfcef483a841ccc4ff2206d52264993bef62abdf939a7b04ddd5baac3ddf3f05681dfed56c0ad6577c79]]

06-60125-6 Notice will be electronically mailed to:

Julian Mayfair

dina_ventura@nynb.uscourts.gov

06-60125-6 Notice will not be electronically mailed to:

American Trust

,

Cornerstone on behalf of Debtor Danielle Richardson

,

Perry Mason on behalf of Creditor Citibank
10 Raymond Burr Apartments
Ironsides, NY 12207

Out of Money, Inc.

,
James F. Selbach on behalf of Attorney James Selbach
One Lincoln Center
108 W. Fayette Street
Suite 720
Syracuse, NY 13202-1191

James F. Selbach on behalf of Spec. Counsel James Selbach
One Lincoln Center
108 W. Fayette Street
Suite 720
Syracuse, NY 13202-1191

Guy Van Baalen
Office of the United States Trustee
105 U.S. Courthouse
10 Broad St.
Utica, NY 13501