



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

Exhibit to Administrative Order No. 02-03

## Table of Contents

Registration for the Electronic Filing <i>System</i> .....	1
Designation of Cases.....	1
Logins and Passwords.....	1
Registration.....	1
Electronic Filing, Service of Documents and Timeliness.....	3
Filing.....	3
Service.....	5
Section 341(a) Meeting of Creditors.....	6
Timeliness.....	6
Signatures.....	7
Fees.....	8
Attachments.....	8
Sealed Documents.....	9
Orders.....	9
Docket Entries.....	10
Correcting Documents Filed in Error.....	10
Technical Failures.....	11
Security of the <i>System</i> .....	11
Privacy.....	11
Public Access to the <i>System</i> Docket.....	12

## Attachments

Electronic Case Filing <i>System</i> Attorney/Participant Registration Form.....	13
---	----

Electronic Case Filing *System*  
Out of District Attorney Registration Form..... 15  
Credit Card Blanket Authorization Form..... 17  
Sample Format for Certificate of Service..... 18  
Sample Format for Summary of Attachments and Certificate of Service.... 19  
Sample Format for “Notice of Electronic Filing”..... 20

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

1. On January 2, 2003, all documents submitted for filing in this district, no matter when a case was originally filed, shall be filed electronically using the Electronic Filing System (hereafter *System*) or shall be scanned and uploaded to the *System*.
2. Parties proceeding pro se or non registered users shall not be required to file electronically. All filing requirements as provided in the *FRBP* and the *LBR* will prevail.

**B. LOGINS AND PASSWORDS.**

Each attorney admitted to practice in the Northern District of New York, an out of district attorney in good standing in their district, or a participant in any case or proceeding shall be entitled to 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. C.

**C. REGISTRATION.**

1. Each attorney or participant desiring to file pleadings or other papers electronically must complete and sign an Attorney/Participant Registration Form (Form A), or an Out of District Attorney Registration Form (Form B), a Credit Card Blanket Authorization Form (Form C) and attend the necessary training required by the Court. These forms are also available on our web site at [www.nynb.uscourts.gov](http://www.nynb.uscourts.gov).
2. All signed original Attorney/Participant or Out of District Attorney Registration Forms shall be mailed or delivered to the IT Manager, United States Bankruptcy Court, James T. Foley U. S. Court House, 445 Broadway, Suite 330, Albany, NY 12207.
3. 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 the date and time of his/her training session at the Clerk's Office. 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 at his/her training session.

4. A registered participant should change the court-assigned password. This change can be made by accessing the menu option "Maintain Your ECF Account" under Utilities. In the event that 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 and confirm by facsimile to the IT Manager. If a registered participant forgets his/her password, the IT Manager will assign a new password.
5. All signed original Credit Card Blanket Authorization Forms shall be mailed or delivered in an envelope marked "CONFIDENTIAL" to the Administrative Manager, United States Bankruptcy Court, James T. Foley U. S. Court House, 445 Broadway, Suite 330, Albany, NY 12207.
6. 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, United States Bankruptcy Court, James T. Foley U. S. Court House, 445 Broadway, Suite 330, Albany, NY 12207. Upon receipt, the Clerk's Office will immediately cancel his/her password and will delete his/her name from any applicable electronic service list.
7. If any of the information on the Attorney/Participant or Out of District Attorney Registration Forms or the Credit Card Blanket Authorization Form changes, e.g., mailing address, e-mail address, credit card information, etc., the registered participant must submit the appropriate amended form addressed to the IT Manager and/or the Administrative Manager as indicated in section I. C. 2. and 5. above.

**II. ELECTRONIC FILING, SERVICE OF DOCUMENTS, AND TIMELINESS.****A. FILING.**

1. 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. Continued adherence to the Northern District of New York Local Bankruptcy Rules is not precluded by electronic filing. In the event of a conflict between the Northern District of New York Local Bankruptcy Rules and the Administrative Procedure, the Administrative Procedure, as relating to the electronic filing of petitions, pleadings and other papers, shall govern.
2. Registered filers shall submit electronically all petitions, motions, pleadings, briefs, memoranda of law, proof of claim or other documents required to be filed with the court in connection with a case or proceeding, except as provided by this procedure, in a Portable Document Format (.pdf) file.
3. The creditor matrix is prepared with word processing software in a single column format with a one inch left margin (not centered). Creditors are single spaced with a double space separating one creditor from the next. The city, state and zip code must all be on the last line. The word processing file is saved as an ASCII DOS Text (.txt) file and uploaded to the *System* per the user's manual.
4. Notwithstanding the foregoing, a filer who is not participating in the *System* is not required to electronically file pleadings and other papers in a case assigned to the *System*.
5. The United States Trustee requires within three days of the filing, that the attorney for the debtor or the *pro se* debtor submit to the case trustee and to the United States Trustee a paper copy of the electronically filed petition, lists, schedules, statement of affairs, 2016(b) Statement, and any amended schedules together with an attached copy of the "Notice of Electronic Filing."

Upon the conversion of a case, the attorney for the debtor or the *pro se* debtor must provide within three days of the conversion paper copies of the electronically filed documents listed above,

together with any documents filed pursuant to Northern District of New York Local Rule 1019-1, to the United States Trustee and the newly appointed case trustee.

6. A “Chambers Copy” in paper format for chambers is required for the following matters. The copy must be clearly marked as “**ECF CASE - CHAMBERS COPY**” and must be submitted in compliance with the requirements of LBR 9013-1. The Chambers Copy need not contain a copy of the 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.
  - a. Utica Chambers:
    - (1) Notice of Hearing, Motion, application and certificate of service;
    - (2) Opposition, response, or any pleading relating to a hearing;
    - (3) Opposition to disclosure statements in a chapter 11;
    - (4) Opposition to confirmation of a plan regarding any chapter;
    - (5) All pleadings filed in an adversary proceeding;
    - (6) Pretrial statements;
    - (7) Memoranda of Law or documents filed in regard to a submitted matter;
    - (8) All documents regarding an appeal, withdrawal of reference, or FRBP 9033 objections.
  - b. Albany Chambers:
    - (1) Notice of Hearing, Motions, applications, and certificate of services, excluding Ch. 13 Standing Trustee’s motions to dismiss, motions to determine/expunge claim, and motions to determine value;
    - (2) Opposition, response, or any pleading relating to a hearing;
    - (3) Opposition to disclosure statements in a chapter 11;
    - (4) Opposition to confirmation of a plan regarding any chapter;
    - (5) Pretrial statements;
    - (6) All documents regarding an appeal, withdrawal of reference, or FRBP 9033 objections;
    - (7) Memoranda of Law or documents filed in regard to a submitted matter.

7. All summonses submitted to the clerk for filing shall be presented conventionally pursuant to FRBP 7004 and LBR 7004-2.
8. The Clerk's Office shall not maintain a paper court file in any case filed after the effective date of these procedures except as otherwise provided by this procedure. The official court record shall be an electronic file maintained on the Court's file server.
9. 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.
10. Any adjournment letters and status conference requests filed conventionally or electronically shall also be faxed to Chambers in Albany and Courtroom Services in Utica.
11. In expedited matters occurring in Albany, the movant shall contact Courtroom Services staff or Chambers staff by phone as soon as possible after filing the item needing expedited treatment. In expedited matters occurring in Utica, the movant shall contact Chambers staff only by phone as soon as possible after filing the item needing expedited treatment. Compliance with FRBP 9006 is required.

B. *SERVICE.*

1. Whenever a pleading or other paper is filed electronically, in accordance with these procedures, the *System* shall generate a "Notice of Electronic Filing," attached to this procedure as Form F, 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.



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 FRBP and LBR.
4. The United States Trustee requires conventional service (paper copy) pursuant to the Federal Rules of Bankruptcy Procedure and Northern District of New York Local Rules of filed documents, **including** those documents filed electronically.

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, schedules, 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. Generally, filings are considered timely if received by the Court before midnight on the date set as a deadline, unless the judge or LBR specifically require an earlier filing, such as close of business. Any answering papers filed electronically on the last day for filing pursuant to LBR 9013-1( c )(1) must be filed by 4:00 PM Eastern Standard Time. Any motions filed electronically on the last day for filing pursuant to LBR 9013-1(b) must be filed by 4:00 PM Eastern Standard Time.
3. Due to variations in time zones, timeliness is established based on the Eastern time zone where the Northern District of New York is located.

4. 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 FRBP 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746, may be filed electronically by attorneys registered in the *System*.
- B. 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 FRBP 9011 is required.
- C. The pleading or other document electronically filed shall indicate a signature, e.g., */s/ name*," unless the document has been scanned and shows the original signature.
- D. The following procedure applies when a stipulation or another document requires two or more signatures:
  1. The filer shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document. For purposes of this rule, physical, facsimile or electronic signatures are permitted. Compliance with FRBP 9011 is required.
  2. The filer shall file the document electronically, indicating each signature, e.g., */s/ name*," unless the document has been scanned and shows the actual signature
  3. The filing party originating the document shall maintain the original signed document as provided for in Section III. B. above.

**IV. FEES.**

- A. Prior to the electronic filing of any pleading or paper requiring a filing fee, a Credit Card Blanket Authorization Form along with a photocopy of the front and back of the credit card must have been received and approved by the Administrative Manager of the Clerk's Office. This form needs to be submitted only once. It will be kept in a secured location in the Clerk's Office and shall remain in effect until specifically revoked in writing.
- B. Only VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, AND DINER'S CLUB credit cards will be accepted.
- C. Any transaction declined by the credit card issuer for any reason must be paid to the Court in cash or by check or money order by the close of business on the next business day after notification by Court staff of the deficiency. The attorney or participant also has the responsibility to furnish updated credit card information to the Court.
- D. The cardholder has the responsibility to notify the Clerk's Office of the new expiration date when the credit card has been renewed or cancelled and provide the required photocopies of the front and back of the new credit card.
- E. Except as otherwise provided, all registered participants of 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.
- F. If receipt is required by law or directed by the filer, 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 pleadings is subject to PACER fees.

**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 filing. Attachments may be summarized (Form E) and only the relevant excerpts electronically filed.

- B. The size of the electronic file shall be no larger than 20 pages. Attachments larger than 20 pages 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, should 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 requirements 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, and NOT electronically, unless specifically authorized by the Court.
- C. The filing party must submit a paper copy of the signed order attached to the documents to be sealed to the clerk.

#### VII. ORDERS.

- A. **All proposed orders must be submitted conventionally to the Court.**
- B. All ex parte orders must be submitted conventionally to the Court. An application or motion underlying an ex parte order must also be filed conventionally.
- C. Proposed orders may not be combined with the application or motion into one document. The application or motion must be entered on the docket prior to submitting the order. **DO NOT ATTEMPT TO ELECTRONICALLY FILE A PLEADING WHICH CONTAINS A PROPOSED ORDER IN THE BODY OF THE PLEADING.**

- D. The only exception to sections VII (A), VII (B) and VII ©) above is the Application and Order to pay Filing Fees in Installments. It may be filed electronically.
- E. 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 the judge's signature to a paper copy of the order and it had been entered on the docket in a conventional manner.
- F. 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 a conventional manner.

#### 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 FRBP 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 FRBP 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.**
- 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 p.m. (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. Minors' Names: Use the minors' 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: As of this date, the full Social Security number is required;
  - 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 at the Clerk's Office, electronic 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.

FORM A  
**UNITED STATES BANKRUPTCY COURT  
 NORTHERN DISTRICT OF NEW YORK**

**ELECTRONIC CASE FILING SYSTEM  
 ATTORNEY OR PARTICIPANT REGISTRATION FORM**

**LIVE SYSTEM**

This form shall be used to register an attorney or participant on the U.S. Bankruptcy Court for the Northern District of New York Electronic Case Filing (ECF) System (hereinafter *System*). A registered participant will have privileges to submit documents electronically, and to view and retrieve docket sheets and documents for all cases assigned to the Northern District's ECF *System*. **(NOTE: A PACER account is necessary for access to files and documents.)** You may register for a PACER account either online at <http://pacer.psc.uscourts.gov> or by calling 1-800-676-6856).

First/Middle/Last Name: \_\_\_\_\_

Bar ID #: \_\_\_\_\_

State of Admission: \_\_\_\_\_

Admitted to Practice in U.S. District Court for the NDNY: \_\_\_\_\_

Firm Name, if applicable: \_\_\_\_\_

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

Voice Phone Number: \_\_\_\_\_

Fax Phone Number: \_\_\_\_\_

Internet E-MAIL Address: \_\_\_\_\_

Send Notices to these additional E-MAIL Addresses: \_\_\_\_\_

Send Electronic Notice (check one)    \_\_\_\_\_ Each Filing    \_\_\_\_\_ End of Day Summary

Send Electronic Notice in the following format (check one):

\_\_\_\_\_ HTML for Netscape, ISP mail service, i.e., AOL, Hotmail, Yahoo, etc.

\_\_\_\_\_ Text for cc:Mail, Groupwise, Outlook, Outlook Express, other (please list) \_\_\_\_\_



In order to schedule you for the appropriate training class, please indicate your type of legal practice.  
Debtor\_\_\_\_\_, Creditor\_\_\_\_\_, Trustee\_\_\_\_\_, Other (please specify)\_\_\_\_\_.

Name(s) of support staff you would like trained with you: \_\_\_\_\_

By submitting this registration form the applicant agrees to adhere to the following:

1. This access is for use only in 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 and the registration information is referenced above.**
2. The FRBP 9011 requires that every pleading, motion, and other paper (except lists, schedules, statements, or amendments thereto) filed with Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to a participant identifies that participant to the Court each time he or she logs onto the *System*. The use of a participant's password constitutes the signature for the purposes of FRBP 9011 on any document or pleading filed electronically using that participant's password. Therefore, a participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised, it is the duty of the participant to immediately change his or her password through the "Utilities" menu in the *System*. After doing so, the participant should contact the Albany NDNY Help Desk to report the suspected password compromise.
3. Registration shall constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to FRBP 9036, where service of pleadings and other papers is otherwise permitted by first class mail, postage prepaid.
4. I understand that by submitting an application for a password I agree to adhere to all of 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Last Four Digits of Social Security Number (for security purposes)

*Privacy Disclaimer: The Court may periodically send out announcements and updates by mail that are pertinent to ECF practice. However, the information contained within this application will not be sold or otherwise distributed by this office to outside sources.*

Please return this form to the New York Northern Office at:

U.S. Bankruptcy Court  
Attn: IT Manager  
James T. Foley US Courthouse  
445 Broadway, Suite 330  
Albany, New York 12207

**FORM B**  
**UNITED STATES BANKRUPTCY COURT**  
**NORTHERN DISTRICT OF NEW YORK**

**ELECTRONIC CASE FILING SYSTEM**  
**OUT OF DISTRICT ATTORNEY REGISTRATION FORM**

**LIVE SYSTEM**

This form shall be used to register an out of district attorney on the U.S. Bankruptcy Court for the Northern District of New York Electronic Case Filing (ECF) System (hereinafter *System*) by attorneys who (1) reside and **practice outside of this district** and/or (2) represent parties in New York on a **pro hac vice basis**. A registered participant will have privileges to submit documents electronically, and to view and retrieve docket sheets and documents for all cases assigned to the Northern District ECF *System*. **(NOTE: A PACER account is necessary for access to files and documents.)** You may register for a PACER account either online at <http://pacer.psc.uscourts.gov> or by calling 1-800-676-6856).

First/Middle/Last Name: \_\_\_\_\_

Bar ID #: \_\_\_\_\_

State of Admission: \_\_\_\_\_

Admitted to Practice in the U.S. District Court for: \_\_\_\_\_

Firm Name, if applicable: \_\_\_\_\_

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

Voice Phone Number: \_\_\_\_\_

Fax Phone Number: \_\_\_\_\_

Internet E-MAIL Address: \_\_\_\_\_

Send Notices to these additional E-MAIL Addresses: \_\_\_\_\_

Send Electronic Notice (check one)    \_\_\_\_\_ Each Filing    \_\_\_\_\_ End of Day Summary

Send Electronic Notice in the following format (check one):

\_\_\_\_\_ HTML for Netscape, ISP mail service, i.e., AOL, Hotmail, Yahoo, etc.

\_\_\_\_\_ Text for cc:Mail, GroupWise, Outlook, Outlook Express, other (please list)

If "in-house" training is required, please indicate your type of legal practice. Debtor \_\_\_\_\_, Creditor \_\_\_\_\_, Trustee \_\_\_\_\_, Other (please specify) \_\_\_\_\_.

Name(s) of support staff you would like trained with you: \_\_\_\_\_

In order to qualify for an account on the *system*, the out-of-state attorney/participant must certify that he or she meets one of the following conditions. **Please check the applicable box(es):**

- I am registered as an ECF participant in the United States Bankruptcy Court in another state or district. Please indicate court or district(s): \_\_\_\_\_
- I have read the NDNY Administrative Order and Procedure regarding ECF and have completed training as required by the NDNY Administrative Procedure.

By submitting this registration form the applicant agrees to adhere to the following:

1. This access is for use only in 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 and the registration information is referenced above.**
2. The FRBP 9011 requires that every pleading, motion, and other paper (except lists, schedules, statements, or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to a participant identifies that participant to the Court each time he or she logs onto the *System*. The use of a participant's password constitutes the signature for the purposes of FRBP 9011 on any document or pleading filed electronically using that participant's password. Therefore, a participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised, it is the duty of the participant to immediately change his or her password through the "Utilities" menu in the *System*. After doing so, the participant should contact the ECF Help Desk to report the suspected password compromise.
3. Registration shall constitute a request and an agreement to receive service of pleadings and other papers electronically pursuant to FRBP 9036, where service of pleadings and other papers is otherwise permitted by first class mail, postage prepaid.
4. I understand that by submitting an application for a password I agree to adhere to all of the rules and regulations in the NDNY Administrative Procedures 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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Last Four Digits of Social Security Number (for security purposes)

*Privacy Disclaimer: The Court may periodically send out announcements and updates by mail that are pertinent to ECF practice. However, the information contained within this application will not be sold or otherwise distributed by this office to outside sources.*

Please return this form to the New York Northern Office at:

U.S. Bankruptcy Court  
Attn: IT Manager  
James T. Foley US Courthouse  
445 Broadway, Suite 330  
Albany, New York 12207

**FORM C**  
**CREDIT CARD BLANKET AUTHORIZATION FORM**

I hereby authorize the U.S. Bankruptcy Court to charge the credit card listed below for payment of fees, costs, and expenses which are incurred by the authorized users listed below. I understand that when a pleading requiring a fee is received without the fee, the court will automatically charge the account number listed on this form. I certify that I am authorized to sign this form on behalf of my law firm.

It is the responsibility of the credit cardholder indicated below to submit a new form and notify the Court of any changes to authorized users, a new expiration date when a credit card has been renewed, or a card has been revoked, canceled, or stolen. In the event a charge against this account is denied, you will be notified immediately to make payment.

**Credit Cardholder Name:** \_\_\_\_\_ New user(s)  Updated Form

**Credit Cardholder Address:** \_\_\_\_\_  
(If different from listed below)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If we need to speak with you regarding this account, please indicate a password that can be used for security purposes:** \_\_\_\_\_

**NAMES OF AUTHORIZED USERS AND BAR ID #:** List names of individuals and his/her Bar ID # who sign petitions/pleadings (include cardholder name, if applicable). It is not necessary to list any other individuals.

_____	_____
_____	_____
_____	_____

**Registered Attorney Name:** \_\_\_\_\_

**Law Firm Name, if applicable:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**CARD TYPE:** (Check card type below)

\_\_\_\_ MasterCard    \_\_\_\_ VISA    \_\_\_\_ Discover    \_\_\_\_ American Express\*\*    \_\_\_\_ Diners Club

**\*\*American Express ID Number:** \_\_\_\_\_ (This four-digit # is printed on your card above the embossed account number).

Please return this form and a **photocopy of both sides of your signed credit card** in an envelope marked "CONFIDENTIAL" to the U. S. Bankruptcy Court, Attn: Administrative Manager, James T. Foley U. S. Court House, Suite 330, 445 Broadway, Albany, NY 12207. The original form will be filed in our Albany office and a copy in our Utica office. This credit card information will be maintained in a "secured" location and access limited as defined by the NDNY Internal Controls.

**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]

**FORM F (Sample Format)**

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.**

**U.S. Bankruptcy Court  
Northern District of New York**

**Notice of Electronic Filing**

The following transaction was received from Perry Mason entered on 9/11/2002 at 2:58 PM EDT and filed on 9/11/2002.

**Case Name:** Marilyn L Smith

**Case Number:** YY-NNNNN

**Document Number:** 1

**Docket Text:**

Motion for Relief from Stay. Receipt Number 12345, Fee Amount \$75, Filed by Citibank. (Chest, Lynn)

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

**Document description:**Main Document

**Original filename:**C:\Documents and Settings\Administrator\Desktop\PDF Demo Documents\Motion.PDF

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=1007484561 [Date=9/11/2002] [FileNumber=4026-0] [86313f869eef877698b3d96decaf4c49fb8bbcd658df10d0b534645133b8a0e9c46791af784aef258b6d0e64cbcec71f26525f5c4ea21496447779953ca0505]]

**YY-NNNNN Notice will be electronically mailed to:**

Perry Mason [perry\\_mason@email.com](mailto:perry_mason@email.com)

**YY-NNNNN Notice will not be electronically mailed to:**

Joseph Trustee, Esq.  
350 Norton St.  
Anytown, NY 12345