UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF ALABAMA

In re:	)	
	)	
Filing, Signing, Retaining and	)	Administrative Order No. 04-1
Verification of Pleadings and	)	
Papers in the Case Management/	)	
Electronic Case Filing (CM/ECF)	)	
System	)	

ADMINISTRATIVE ORDER ADOPTING CASE MANAGEMENT/ELECTRONIC CASE FILING PROCEDURES

Federal Rule of Civil Procedure (FRCP) 83 and Federal Rules of Bankruptcy Procedure (FRBP) 5005(a)(2), 9011 and 9029, and Local Bankruptcy Rule (LBR) 5005-1, authorize this Court to establish practices and procedures for the filing, signing, maintaining and verification of pleadings and papers by electronic means; and

The Administrative Procedures for Filing, Signing, Retaining and Verification of Pleadings and Papers in the Case Management/Electronic Case Filing (CM/ECF) system (hereafter, Administrative Procedures) have been reviewed by the Court; and

The Administrative Procedures are consistent with and further the responsibility of the Clerk of the Court for control of the Court's docket under FRBP 5005, including safeguarding the integrity of the Court's docket; and

The Administrative Procedures do not impose fees inconsistent with the present fee structure adopted by the Judicial Conference of the United States pursuant to 28 U.S.C. §§ 1913, 1914, 1926 and 1930; and

The Administrative Procedures provide a means for the signing of pleading and papers

through the mechanism of a password, and a secure mechanism for the creation and distribution of passwords; and

The Administrative Procedures provide an adequate process for filing pleadings and papers and for accessing, reviewing and retrieving records and dockets of the Court by parties who are not able to access the electronic case filing component of the CM/ECF system via the Internet, thereby complying with the requirements contained in 11 U.S.C. § 107(a); and

The Administrative Procedures provide an adequate process for the protection of entities with respect to confidential, scandalous or defamatory matters as required under 11 U.S.C. § 107(b); and

The Administrative Procedures do not impair the ability of the Clerk of the Court to perform statistical reporting responsibilities both to the Court and the Administrative Office of the United States Courts; and

The Administrative Procedures are consistent with notice requirements of the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules of this Court.

NOW, THEREFORE, IT IS ORDERED that:

1. The Administrative Procedures for Filing, Signing, Retaining and Verification of Pleadings and Papers in the CM/ECF system, attached hereto as Exhibit A, including the procedures for registration of attorneys, attorneys representing the United States Government, Trustees and limited registrants and for distribution of passwords to permit electronic filing and notice of pleadings and other papers, are hereby adopted by the Court.

2. The original of this Order shall be filed in accordance with the Administrative

Procedures and conventionally with the Clerk of the Court.

3. The provisions of this Order shall apply to all electronically filed cases and proceedings presently pending or closed and to all cases and proceedings filed on and after the effective date of this Order in the United States Bankruptcy Court for the Northern District of Alabama. Amendments to this Order may be entered from time to time in keeping with the needs of this Court.

4. This Order shall take effect on July 1, 2004.

Dated this the 7th day of May, 2004

BENJAMIN COHEN
Chief United States Bankruptcy Judge

JAMES S. SLEDGE
United States Bankruptcy Judge

TAMARA O. MITCHELL
United States Bankruptcy Judge

JACK CADDELL
United States Bankruptcy Judge

THOMAS B. BENNETT
United States Bankruptcy Judge

C. MICHAEL STILSON
United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF ALABAMA

Administrative Procedures for Filing, Signing, Retaining and Verification of Pleadings and Papers in the Case Management/Electronic Case Filing (CM/ECF) System

Exhibit to Administrative Order No. 04-1

May 7, 2004

ADMINISTRATIVE PROCEDURES

I. DESIGNATION OF CASES, PASSWORDS AND REGISTRATION FOR THE CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM

A. Designation of Cases

The provisions of these Administrative Procedures shall apply to all electronically filed cases and proceedings presently pending or closed, and to all cases and proceedings filed on and after July 1, 2004. Paragraph II.E., Orders, of these Administrative Procedures also shall apply to all other cases and proceedings pending or closed before July 1, 2004.

B. Passwords

Each attorney admitted to practice in this Court and currently in good standing, attorney representing the United States Government, trustee and limited registrant shall be eligible to receive a login and password for participation in the Internet retrieval and filing of petitions, motions, memoranda of law, or other pleadings, documents and papers (hereafter filing(s)), in accordance with the Case Management/Electronic Case Filing System (hereafter CM/ECF).

C. Registration

1. A registration form, in the form approved by the Clerk of the Court, shall be prepared by and submitted by each attorney described in paragraph I.B. above, attorney representing the United States Government, trustee and limited registrant in CM/ECF. From time to time, the Clerk of the Court may direct a registrant to resubmit an executed registration form.

2. All registration forms shall be mailed or delivered to the divisional office, at the address indicated therein, where the attorney practices the majority of the time, and where the attorney representing the United States Government and trustee are assigned the majority of cases. Registration for attorneys representing the United States Government shall be determined on a case-by-case basis if that person is not assigned a majority of cases in any division of the Court. A limited registrant shall mail or deliver the registration form, at the address indicated therein, to the attention of the Clerk's Office at Birmingham, Alabama.

3. After completion of training with an employee of the Clerk of the Court, each registrant will have access to a login and password for the online training system and for limited CM/ECF inquiry purposes. No later than

30 days following the above-described training, the registrant shall complete the online training and the registration form and contact the Clerk of the Court for full activation of the registrant's CM/ECF password.[1] Once the Clerk of the Court activates a registrant's CM/ECF password, the registrant becomes a registered participant in CM/ECF (hereafter registered participant). The registered participant must notify the Clerk of the Court if any changes are made in the participant's profile data at any time after receiving a login and password.

4. Any password issued for electronic filing, via the Internet, shall be used exclusively and without exception by the registered participant to whom the password is assigned and an employee(s) of such person to whom proper authorization has been given and who is directly supervised by the registered participant. No registered participant shall knowingly permit a password to be used by anyone who is not authorized to use the password and no person shall knowingly use the password of a registered participant unless such person is so authorized. If any employee of a registered participant no longer serves in such a capacity, the registered participant shall forthwith select and activate a new password as provided for in CM/ECF.

5. A registered participant may withdraw or be required to withdraw from participation in the Internet ECF filing component of CM/ECF. If by Order of the Court or by issue of a form from the Clerk or Chief Deputy Clerk of the Court, a registered participant is required to withdraw from CM/ECF, the Clerk's Office will initiate a procedure to withdraw the registered participants from the Internet filing component of CM/ECF. Once all of the requirements set forth in the procedures have been met, the Clerk's Office will immediately cancel the registered participant's password and will delete the name of the registered participant from any applicable electronic service list. A registered participant who is an attorney still must follow all applicable laws and rules to withdraw as counsel of record.

6. A limited registrant is defined as a person who is eligible to file only a proof of claim form, via the Internet component of CM/ECF, with the Clerk of the Court and any other person who may be authorized by the Court to so register for other, limited purposes.

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[1]The Clerk of the Court may delegate activities set forth in the Administrative Procedures to deputy clerks appointed pursuant to 28 U.S.C.§ 156(b).

II. FILING AND SERVICE OF DOCUMENTS

A. Filing

1. Filing Requirements

a. Except as expressly provided for in paragraph III.A. below and in exceptional circumstances which prevent a registered participant from effecting a filing via the Internet component of CM/ECF, all filings to be filed with the Clerk of the Court in connection with a case assigned to CM/ECF[2] shall be filed as follows: (1) registered participants shall effect all filings electronically via the Internet; (2) non-registered participant parties with legal representation shall effect filings electronically through submission of a 3.5 inch computer diskette (disk) specified in the format provided for in the "Notice of Electronic Filing Procedure"[3]; and (3) parties without legal representation shall effect filings conventionally and must adhere to the requirements set forth in the "Notice of Electronic Filing Procedure" dealing with conventional filings. A copy of the notice is attached to these Administrative Procedures.

b. Electronic filings, via the Internet, are considered timely if filed with the Clerk of the Court prior to midnight on the date set as a deadline, unless the bankruptcy judge in a case specifically requires an earlier filing time.

c. All references to time contained in these Administrative Procedures are to Central Standard or Central Daylight Savings Time; whichever is in place at the time a filing is effected.

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[2]Except as provided for in paragraph I.A., Designation of Cases, of these Administrative Procedures, cases formerly administered in the National Integrated Bankruptcy System (NIBS), which were filed with the Clerk of the Court prior to February 18, 2004, shall continue to be administered solely by conventional means in the CM component of CM/ECF, through and including closing, until such time as this Court implements the electronic filing component of CM/ECF. Registered and non-registered participants with legal representation and parties without legal representation shall continue to effect filings in these cases conventionally until the implementation of electronic filing.

[3]A "Notice of Electronic Filing Procedure", in the form approved by the Clerk of the Court, is generated in all cases and accompanies the "Notice of the Meeting of Creditors." A copy of the "Notice of Electronic Filing Procedure" is attached to these Administrative Procedures.

d. A *conventional filing* is defined as a filing submitted in paper form.

e. An *electronic filing* is defined as a filing submitted either via the Internet or in disk form.

2. Accessibility for Filing via the Internet

If at any time the filer cannot access CM/ECF via the Internet to effect a filing, the filer shall contact the appropriate divisional office and speak with a deputy clerk to confirm that CM/ECF is not accessible, to state why an immediate filing is necessary and to make suitable arrangements with the Clerk of the Court for the filing to take place. See also Local Rules 1073-1, 5005-1 and 5005-4. After submission of the filing to the Clerk of the Court and when CM/ECF is accessible, a deputy clerk will effect the electronic entry and docketing of the filing.

3. Filing Documents with Exhibits and Attachments Under One Docket Entry Number

All documents with exhibits and attachments capable of electronic imaging and filing shall be electronically filed together under one entry number.

4. Exhibits/Attachments to Documents

Except as the bankruptcy judge in a case may otherwise direct, exhibits/attachments to documents including, but not limited to, leases, notes and the like, which are not available in electronic form, shall be electronically imaged (i.e., scanned) and filed in the format specified in the "Notice of Electronic Filing Procedure."

5. Large Documents

Electronic filings effected via the Internet should not be more than one (1) megabyte in size. Transmission time for effecting such filings is time sensitive. Filings that take more than five (5) minutes to transmit, for security reasons, will time out. If a filing is larger than one (1) megabyte and if any portion of the filing has been scanned, the filing document should be no more than 8 ½ by 11 inches, without color and the resolution should not exceed 300 DPI. If making these adjustments does not reduce the filing size to one (1) megabyte or less, the filer shall make suitable arrangements with the Clerk of the Court to effect the filing.

6. Effect of Electronic Filing

Effecting an electronic filing, via the Internet, in accordance with the Administrative Procedures shall constitute entry of that filing on the docket kept by the Clerk of the Court under FRBP 5003. All orders, decrees, judgments and proceedings of the Court will be entered in accordance with the Administrative Procedures, which shall constitute entry on the docket record kept by the Clerk of the Court under FRBP 5003 and for the purposes of FRBP 9021.

B. Service

1. All registered participants shall maintain a current and active e-mail address to receive notification in CM/ECF.

2. Whenever a filing is effected via the Internet, by disk or conventionally, a "Notice of Electronic Filing" will be transmitted by e-mail to all parties in the case or proceeding who are registered participants.

3. The filer shall serve a filing upon all persons entitled to notice or service in accordance with the applicable rules, or, if service by first class mail is permitted under the rules, the filer may make service in accordance with subparagraph II.B.4 below.

4. Pursuant to FRBP 9036, a registered participant consents to receive notice and service by electronic means, which shall constitute proper service. If the recipient of notice or service is a registered participant, service of the "Notice of Electronic Filing" shall be the equivalent of service of the filing by first class mail, postage prepaid.

C. Signatures; Affidavits of Service

1. Registered Attorneys and Parties with Legal Representation

All filings, which (a) must contain original signatures (b) require verification under FRBP 1008 or (c) contain an unsworn declaration as provided in 28 U.S.C. § 1746, shall be filed electronically or in accordance with the "Notice of Electronic Filing Procedures". Originally executed copies must be retained by the filer until three (3) years after the closing of the case. This retention period does not affect or replace any other retention periods required by other applicable laws or rules. Upon request of a judge in the bankruptcy case, the filer must provide original

documents for review.[4]

2. Electronic Filing of Documents

A filing effected electronically, via the Internet, by a registered participant constitutes that person's signature under FRBP 9011. For purposes of FRBP 9011, the filing shall indicate a signature with the filing party's name typed in full, e.g. /s/ Jane Doe, followed by the filer's typewritten name. An attorney shall indicate a signature in the same manner, e.g. /s/ Jane Doe and, in addition, must provide the attorney's State Bar number, complete mailing address, telephone number and the name of the party the attorney represents.

3. Pro Se Filers

All conventional filings, which (a) must contain original signatures, (b) require verification under FRBP 1008 or (c) contain an unsworn declaration as provided in 28 U.S.C. § 1746, must be submitted with full signature. The Clerk of the Court will scan these documents, and the originals shall be retained until one (1) year after the closing of the case unless the Clerk of the Court directs otherwise. This retention period does not affect or replace any other retention periods required by other applicable laws or rules.

D. Fees Payable to the Clerk of the Court

1. Registered Participants

For filings that require a fee, a credit card payment system will be accessible to the user while filing in CM/ECF.,

2. Non-Registered Participants

For filings that require a fee, current rules for methods of payments must be followed.

[4]Parties without legal representation will be handled on a case-by-case basis.

E. Orders

1. Electronic Submission Via E-Mail Attachment

Except as the bankruptcy judge in a case otherwise may direct, a party submitting a proposed order to the Clerk of the Court shall effect the submission electronically, via e-mail attachment, in accordance with the electronic order processing procedure set forth under the "CM/ECF" link of the Court's web site: http://www.alnb.uscourts.gov. The order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the same and shall comply with all other requirements set forth in the aforesaid electronic order processing procedure. The list of parties shall be furnished as provided for in the aforesaid electronic order processing procedure. The list of parties shall be furnished as provided for in the appropriate electronic order processing procedure sample order template form accessible at http://www.alnb.uscourts.gov. The Bankruptcy Noticing Center's notice of entry function shall be used by the Clerk to effect service to any party who is not a registered participant in CM/ECF. Electronic notice will constitute service for registered participants in CM/ECF.

2. Electronic Submission Via Computer Diskette

A party who is not able to effect the submission of a proposed order electronically, via e-mail attachment, as set forth in subparagraph II.E.1., shall submit a 3.5 inch floppy disk containing the proposed order to the Clerk of the Court. The proposed order shall be submitted in a Word or WordPerfect format together with any attachment, exhibit or related document to be electronically entered in connection therewith. The order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the same. The list of parties shall be furnished as provided for in the appropriate electronic order processing procedure sample order template form accessible at http://www.alnb.uscourts.gov. The Bankruptcy Noticing Center's notice of entry function shall be used by the Clerk to effect service to any party who is not a registered participant in CM/ECF. Electronic notice will constitute service for registered participants in CM/ECF.

3. Submission by Conventional Means

Parties with legal representation who are excused by the Clerk of the Court, pursuant to subparagraph III.A.4., from complying with the requirement set forth in paragraph II.A., will be handled on a case-by-case

basis, as will parties without legal representation. Except as the bankruptcy judge in a case directs, the order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the order. The Bankruptcy Noticing Center's notice of entry function shall be used by the Clerk of the Court to effect service to any party who is not a CM/ECF registered participant. Electronic notice will constitute service for registered participants in CM/ECF.

4. Signed Order

Except as the bankruptcy judge in a case otherwise may direct, all signed orders (including, without limitation, orders to show cause) shall be entered electronically by the Clerk of the Court.

F. Docketing of Pleadings or Other Documents via the Internet

The registered participant effecting a filing, via the Internet, is responsible for docketing the filing by selecting the appropriate event from the list of docketing events in CM/ECF.

III. CONVENTIONAL FILING OF DOCUMENTS; EXCEPTIONS TO ELECTRONIC FILINGS

A. Conventional Filings

The following documents shall be filed conventionally unless specifically authorized by the Clerk of the Court or a bankruptcy judge in a case:

1. Documents to be Filed under Seal

A motion to file a document(s) under seal shall be filed electronically; however, the actual document(s) to be filed under seal shall be filed conventionally. If the motion itself contains confidential information, the movant shall file and serve electronically, a redacted version clearly marked as such and shall submit the unredacted version *in camera*. If requested by the bankruptcy judge in a case , the movant shall deliver hard copies of the documents proposed to be filed under seal to the bankruptcy judge in the case for *in camera* review. The order of the bankruptcy judge in a case authorizing the filing of such document(s) under seal shall be entered electronically by the Clerk of the Court and shall indicate that the motion to file document(s) under seal has been "'so ordered" in accordance with paragraph II.E. above.

2. Trial Exhibits

Trial Exhibits shall be filed conventionally or per order of the judge in a bankruptcy case.

3. Transcripts

Transcripts shall be filed conventionally or per order of the judge in a bankruptcy case.

4. Filers Without Ability to File by Computer Diskette

a. An attorney may file a "Request for Waiver to File Conventionally" form seeking permission from the Clerk of the Court not to submit a petition(s) or document(s) for filing on a disk due to the attorney's financial constraints and the inability to access the equipment necessary to comply with the requirements set out in subparagraph II.A.1. above. A copy of the form is attached to these Administrative Procedures. Attorneys who do not have the ability to file electronically by disk shall be deemed by the Court not to have the ability to make filings electronically via the Internet.

b. An attorney granted a waiver to file conventionally must make such a filing in accordance with the Court's Local Bankruptcy Rules. The Clerk of the Court will process any such filing pursuant to filing procedures.

c. An attorney granted a waiver to file conventionally may scan paper documents to a disk using scanning equipment that is available to the Bar and public in the public areas of each division of the Court. The Clerk of the Court will process the filing submitted on a disk pursuant to filing procedures.

d. A party without legal representation is required to file conventionally in accordance with the Court's Local Bankruptcy Rules. The Clerk of the Court will process any such filing pursuant to filing procedures.

5. Designated Items for Inclusion in Record on Appeal

Copies of designated items for inclusion in the record on appeal shall be filed conventionally in accordance with the Local Bankruptcy Rules.

6. Bankruptcy Judge Request

Any document (including, but not limited to, briefs and pleadings) and/or courtesy copies can be required to be submitted in paper form by a bankruptcy judge's order or special request in a case.

B. Service of Conventional or 3.5-Inch Floppy Disk Filings

Pleadings or other documents that are filed conventionally, or electronically on 3.5 inch floppy disks, shall be served in the manner provided for, and on those parties entitled to notice, in accordance with the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules except as otherwise provided by order of the bankruptcy judge in a case.

IV. PUBLIC ACCESS TO THE CM/ECF DOCKET

A. Internet Access

1. As of February 18, 2004, Internet access to CM/ECF on the Court's Internet web site is available only with a login and password issued by the Public Access to Electronic Records Center (PACER). Any person or organization other than those referred to in paragraph I.B., with a valid PACER login and password, may access the system at the Court's Internet site: http://www.alnb.uscourts.gov . 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 or (210) 301-6440. Such access to CM/ECF through the Internet web site will allow retrieval of the docket sheet and documents. Access to CM/ECF will be on a "read only" basis.

2. Registered participants receiving a "Notice of Electronic Filing" via e-mail in a case will not be charged for an initial, one-time retrieval, of a filing download, viewing or printing of a document when accessing the document directly from the e-mail notification.

B. Public Access at the Court

During regular business hours, electronic access is available at each division of the Court, at no charge, for viewing documents and docket records filed in CM/ECF. This public access will be located in each division's intake office.

C. Conventional Copies and Certified/Exemplified Copies

Conventional and certified/exemplified copies of electronically filed documents may be purchased at each division of the Court. The fee for copying and certification/exemplification will be in accordance with the fee charged by the copy service and/or 27 U.S.C. § 1930.

D. Access Charges

Charges required by the Judicial Conference of the United States, as set out at 28 U.S.C. § 1930, for electronic access to Court Records, are assessed in accordance with the fees and procedures established by the Administrative Office of the United States Courts.

E. Security of System

Each filing effected via the Internet shall be assigned a special identification number, which can be traced as required, to detect post-filing alterations to the document.

F. Antiviral Software

All registered participants who retrieve and effect filings must have purchased, installed, and utilized daily updated antiviral software at all locations from which CM/ECF is accessed for such purposes. All disks also must be checked for viruses and worms before such disks are submitted for filing to the Clerk of the Court or submitted to the bankruptcy judge in a case for any purpose.

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA

CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM FULL PARTICIPANT REGISTRATION FORM

Live System

This form is to be used to register for FULL FILING PRIVILEGES for filing documents via the Internet component of the Case Management/Electronic Case Filing system (hereafter CM/ECF), in the United States Bankruptcy Court for the Northern District of Alabama. A registered participant will have the privilege to file documents via the Internet with the Clerk's Office.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Bar ID#: _____

State/Date of Admission: _____

Firm Name: _____

Mailing Address: _____

_____

Voice Phone Number: _____

Facsimile Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. Pursuant to Federal Rule of Bankruptcy Procedure 9011 and Local Bankruptcy Rule 5005, every pleading, motion and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record and that signatures shall be indicated by "/s/" and the typed name of the person signing in the following format: "/s/ Jane Smith" on the signature line. My password constitutes my signature.

2. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees whom I directly supervise and I give authorization. I will not knowingly permit my login and password to be used by anyone who is

not so authorized.

3. I will select and activate a new password in CM/ECF if an employee of mine who has been authorized to use my login and password no longer serves in such a capacity.

4. I will report any suspected compromise of my password to the Deputy Clerk at the appropriate Divisional Office of the Northern District of Alabama Bankruptcy Court.

5. I will receive service of documents and any docket activity electronically pursuant to FRBP 9036, where service of documents is otherwise permitted by first class mail. In so doing, I agree to maintain a current and active e-mail address to receive notification in CM/ECF.

6. I will abide by all of the requirements set forth in the "Administrative Procedures for Filing, Signing, Retaining and Verification of Pleadings and Papers in the Case Management/Electronic Case Filing (CM/ECF) System" currently in effect, and any changes or additions that later may be made.

7. I will notify the Clerk of the Court if any changes are made in my CM/ECF attorney profile data.

8. My signature below confirms that I am duly licensed to practice law before the United States Bankruptcy Court for the Northern District of Alabama and am in good standing with this Court and the state bar of my admission. \

REQUIRED:

I certify (check one):

___ That I have attended a CM/ECF Training Seminar: Date:_____; Court location_____; or

___ I am a certified ECF user in another U.S. Bankruptcy Court- Name of Court and user identification:_____.

_____	_____
Applicant Name (please print)	Applicant Signature
_____	_____
Last 4 Digits of SS# (for security purposes)	Date

COURT USE ONLY:

Approved by:

_____
Deputy Clerk (to be signed upon receipt of application)

User identification:_____
Password:_____

Mail or deliver this completed form to the divisional office in which you will participate in CM/ECF the majority of the time.

Birmingham (Southern Division)

U.S. Bankruptcy Court
1800 5th Avenue North
Birmingham, AL 35203

Anniston (Eastern Division)

U.S. Bankruptcy Court
P.O. Box 2008
Anniston, AL 36202
(914 Noble Street, 36201)

Decatur (Northern Division)

U.S. Bankruptcy Court
P.O. Box 2748
Decatur, AL 35602
(400 Well Street, 35601)

Tuscaloosa (Western Division)

U.S. Bankruptcy Court
P.O. Box 3226
Tuscaloosa, AL 35403
(1118 Greensboro Avenue, 35401)

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA

CASE MANAGEMENT/ELECTRONIC CASE FILING (CM/ECF) SYSTEM LIMITED PARTICIPANT REGISTRATION FORM

Live System

This form is to be used to register for LIMITED FILING PRIVILEGES for filing documents via the Internet component of the Case Management/Electronic Case Filing system (hereafter CM/ECF), in the United States Bankruptcy Court for the Northern District of Alabama. Limited filing privileges shall include the authorization to file proofs of claim via the Internet with the Clerk's Office. Additional Privileges may be added at the discretion of the Clerk.

The following information is required for CM/ECF registration:

Name (First, Middle, Last): _____

Agency/Company _____

Mailing Address _____

Voice Phone Number: _____

Facsimile Number: _____

E-Mail Address: _____

By signing and submitting this registration form, I agree to abide by the following requirements:

1. Signatures on proof of claims and, if authorized by the Clerk, notices of appearance and/or requests for service/notice and notices of transfer of claims, shall be indicated by "/s/" and the typed name of the person signing in the following format: "/s/ Jane Smith" on the signature line. My password constitutes my signature.

2. The login and password for filing via the Internet shall be used exclusively by me and by any of my employees whom I give authorization. I will not knowingly permit my login and password to be used by anyone who is not so authorized.

3. I will select and activate a new password in CM/ECF if an employee of mine who has been authorized to use my login and password no longer serves in such a capacity.

4. I will report any suspected compromise of my password to the Deputy Clerk at the appropriate Divisional Office of the Northern District of Alabama Bankruptcy Court.

5. Except as specifically waived by me at paragraph 6 below, I will abide by all of the requirements set forth in the "Administrative Procedures for Filing, Signing, Retaining and Verification of Pleadings and Papers in the Case Management/Electronic Case Filing (CM/ECF) System" currently in effect, and any changes or additions that later may be made.

6. Waiver from Receiving E-Mail Notifications

☐ **I waive service of documents and docket activity electronically.**

_____	_____
Applicant Name (please print)	Applicant Signature
_____	_____
Last 4 Digits of SS# (for security purposes)	Date

COURT USE ONLY:

Approved by:

_____
Deputy Clerk

_____
Date

User identification:_____
Password:_____

Mail or deliver this completed form to our Birmingham divisional office:

U.S. Bankruptcy Court
1800 5th Avenue North
Birmingham, AL 35203

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA

NOTICE OF ELECTRONIC FILING PROCEDURE

In re:

Case No:

The above case, which has been filed in this Court, can be accessed electronically via the Court's Internet site at http://www.alnb.uscourts.gov. In compliance with Federal Rule of Bankruptcy Procedure 9011 and in accordance with the "Administrative Procedures for Filing, Signing, Retaining and Verification of Pleadings and Papers in the Case Management/Electronic Case Filing (CM/ECF) System" Exhibit (hereafter Administrative Procedures), which is incorporated by reference in "Administrative Order Adopting Case Management/Electronic Case Filing Procedures" (No. 04-1), the registered participant's password shall constitute the signature of that person; therefore, security of a registered participant's password is the responsibility of that person. **An original signed copy of the filing shall be retained in the registered participant's files in accordance with the Administrative Procedures.**

Parties with legal representation **must** file documents in accordance with the following:

1. The requirements for filing, viewing and retrieving case documents are: A personal computer running Netscape navigator software version 4.6x or 4.7x or Internet Explorer, Adobe Acrobat 4.0 or later or another type of software (e.g., Wordperfect 9.0 or later) that will convert documents from a word processor format to a portable document format (PDF), and an Internet Service Provider (ISP) using Point-to-Point Protocol (PPP). The URL address is www.alnb.uscourts.gov and a password is needed to access this system. Please contact the Court for further assistance. If you are **unable** to comply with these requirements, **then**

2. You must submit your documents on a diskette using PDF format. The Adobe Acrobat software will provide this format. Further instruction may be found in Adobe's manual. Use a separate diskette for each filing. Submit the diskette in an envelope with the case name, case number, type and title of document, and the file name on the diskette. If you are **unable** to comply with these requirements or the requirements set forth in item number 1 above, **then**

3. You must submit your documents on a diskette using one of the following formats: Word, WordPerfect, or DOS text (ASCII). If you are **unable** to comply with this requirement, the requirements set forth in item number 2, or the requirements set forth in item number 1, above, **then**

4. You must file a "Request for Waiver to File Conventionally" as provided for in the Administrative Procedures to indicate your inability to file by diskette. You then may file conventionally on unstapled, unbound, 8 ½" x 11" single-sided paper. Documents must be submitted with full signature(s), and will be scanned by the Clerk's Office. The scanned file will constitute the original signature(s). **Include your "Request for Waiver to File Conventionally" with your filing.**

Important Note: All parties <u>without</u> legal representation may file documents conventionally in accordance with the Local Bankruptcy Rules.

Richard K. Mauk
Acting Clerk of Court

Dated: _____

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ALABAMA

_____ Division

In re:

Case No. _____

Debtor(s)

REQUEST FOR WAIVER TO FILE CONVENTIONALLY

_____ hereby request(s) that the Court waive the requirement of submitting the filing, more specifically described as _____ by computer diskette, as required by Administrative Order No. 04-1.

Due to financial constraints and the inability to access the equipment necessary to comply with this requirement, the undersigned requests that the above-identified document(s) be submitted for conventional filing.

The undersigned acknowledges that should the Court obtain information which indicates that the undersigned did not accurately represent the basis for requesting the waiver, the matter will be referred to the judge presiding over the case for appropriate action, which may include sanctions against the party making the false certification or an order striking the pleading or other paper without further notice.

_____
Signature of Attorney
State Bar No._____
Address and Telephone No. _____
_____

Date: _____

Attorney for:: _____