

## **Reminder to Retain Original or Originally Executed Copies of Documents**

Updated May 7, 2020

The United States Bankruptcy Court for the Northern District of Alabama reminds filers of documents with the Court that all originals or originally executed copies of documents listed in the **Local Forms > [Administrative Procedures for Filing, Signing, Retaining, and Verification of the Pleadings and Papers in the Case Management/Electronic Case Filing \(CM/ECF\) System](#)** must be retained. The specific retention requirements are:

### **CM/ECF Terms and Conditions**

#### **Full Participants**

If a Full Participant electronically files a document for which a hand-written (i.e., "wet") signature is required from any person other than the Full Participant--including, without limitation, a document requiring verification under Fed. R. Bankr. P. 1008 or a document containing an unsworn declaration as provided in 28 U.S.C. § 1746 (e.g., a petition, list, schedule, statement, or amendment thereto)--then the Full Participant must maintain the original of the document containing the "wet" signature (in paper form) for three years after the closing of the case or proceeding in which the document was filed. At the Court's request, a Full Participant must provide the original of a filing for review.

#### **Limited Participants**

If a Limited Participant electronically files a document for which a hand-written (i.e., "wet") signature is required from any person other than the Limited Participant--including, without limitation, a document requiring verification under Fed. R. Bankr. P. 1008 or a document containing an unsworn declaration as provided in 28 U.S.C. § 1746 --then the Limited Participant must maintain the original of the document containing the "wet" signature (in paper form) for three years after the closing of the case or proceeding in which the document was filed. At the Court's request, a Limited Participant must provide the original of a filing for review.