

# NOTICE



## **Mandatory Electronic Filing Effective October 1, 2003**

Effective October 1, 2003, the court will no longer accept paper documents for filing. All documents submitted to the court must be submitted electronically through the court's electronic filing system (CM/ECF). Filers who have not yet received their ECF login should sign up for the appropriate training to become an electronic filing user. Until you receive your login, you must submit all documents on a 3.5-inch diskette or CD-ROM pursuant to General Order 2003-04. See attached exhibit for additional instructions.

**Mandatory Electronic Filing Notice**  
**Effective October 1, 2003**

**EXHIBIT**

1. Documents, orders, and claims not filed electronically must be submitted on a 3.5-inch diskette or CD-ROM in PDF format, except for matrices (in text format) and orders (in word processing format).
2. Diskettes will be submitted with a label that contains the case number, case name, document description(s), and related document number, if any. One diskette may contain multiple documents for the same case. Each case will require a separate diskette.
3. Documents should be saved on diskette or CD-ROM using the following file-naming format:

- A. For new bankruptcy cases or related documents where no case number has been assigned (such as petition, schedules, plan, APD, etc.), the filename should contain the debtor(s) name and description of the document being filed. For example:

*john\_doe\_petition.pdf*  
*john\_doe\_matrix.txt*  
*john\_doe\_schedules.pdf*  
*john\_doe\_plan.pdf*

- B. For existing case filings (where a case number has been assigned), the filename should contain the case number along with a description of the document being filed. For example:

*02\_39456\_motion.pdf*  
*02\_39456\_order.wpd*  
*02\_39456\_response.pdf*

- C. For new adversary filings, the filename should contain the plaintiff's name and a description of the document. For example:

*sam\_jones\_complaint.pdf*

- D. If the cover sheet is not included with the complaint, then the adversary cover sheet should be named. For example:

*sam\_jones\_adv\_cover.pdf*

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3. File-naming format (cont'd.)

- E. For answer(s) to the complaint or related documents in an existing adversary proceeding, the filename should contain the adversary case number and a description of the document. For example:

*03\_3001\_answer.pdf*

4. If the filer would like to receive a file-stamped copy of the document being filed, a paper copy of the document(s) should be submitted along with the diskette.
5. For chapter 11 cases and adversary proceeding documents, a judicial courtesy copy should be submitted to the clerk's office.
6. Motions that require a hearing should be filed with a separate notice of hearing and certificate of service to ensure the hearing will be set on the court's calendar.
7. Orders should be submitted in the specified format outlined in the Administrative Procedures, which are available on the web site at [www.txnb.uscourts.gov](http://www.txnb.uscourts.gov).
8. For motions with negative notice language, the order should be submitted after the objection deadline has expired if no objections were filed.
9. For motions that may be considered by the court without a hearing (without negative notice language), the order should be submitted with the motion. These documents may be submitted on the same diskette or CD-ROM provided the motion is in PDF format and the order is in word processing format.
10. For motions that require a hearing, the order should be submitted after the court's ruling.
11. For motions that have agreed orders, the order should be submitted timely after the agreement is reached.