

UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK

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February 8, 2012

**CLERK'S NOTICE 12-01**

**Order Relating to Filing of  
Proof(s) of Claim by Persons Not Registered  
as Electronic Filing Users**

The United States Bankruptcy Court for the Northern District of Texas has entered General Order 2012-01, *Relating to Filing of Proof(s) of Claim by Persons Not Registered as Electronic Filing Users*, as follows effective immediately.

The Bankruptcy Clerk, as authorized under Local Bankruptcy Rule 5005-4, has implemented an Electronic Proof(s) of Claim Filing System for the submission of claims by persons who have not become registered users of the court's CM/ECF Electronic Filing System.

The electronic claims filing service is available on the court's website and is being offered as an alternative filing option for those persons who have not registered for CM/ECF. A claim filed electronically on this court's website shall constitute the filer's approved signature and have the same force and effect as if the individual signed a paper copy of the proof(s) of claim form.

In accordance with FRBP 9011, the person filing a proof of claim must sign and date it. The proof(s) of claim shall state the name and title, if any, of the creditor or other person authorized to file the claim. Proof(s) of claim filed by electronic means shall either:

- (a) contain a scanned image of any manual signature or an electronic signature affixed thereto; or
- (b) display an "/s/" with the name typed in the location at which the signature would otherwise appear such as:  
/s/ Jane Doe; OR

/s/ Jane Doe, Notary Public\*\*\*; OR  
/s/ Jane Doe, President, ABC Corporation.

It is **ORDERED** that these electronic signature provisions shall apply to all proof(s) of claim filed using the Electronic Proof(s) of Claim Filing System established for filers not filing as registered users under the court's CM/ECF Electronic Filing System.

FOR THE COURT  
Tawana C. Marshall  
Clerk of Court