

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF TEXAS

IN THE MATTER OF	§	
	§	
THE FILING OF PLEADINGS AND	§	GENERAL ORDER NO. 2003-04
EXHIBITS AND ATTACHMENTS TO	§	
PLEADINGS AND PROOF(S) OF CLAIM	§	
BY PERSONS NOT REGISTERED AS	§	
ELECTRONIC FILING USERS.	§	

**ORDER RELATING TO FILING OF PLEADINGS AND EXHIBITS  
AND ATTACHMENTS TO PLEADINGS AND PROOF(S) OF CLAIM  
BY PERSONS NOT REGISTERED AS ELECTRONIC FILING USERS**

General Order No. 2003-01 mandates that all cases filed in the Bankruptcy Court for the Northern District of Texas be filed electronically in the court's Electronic Filing System. The court directs that persons accessing the court become registered as a Filing User eligible to file documents in the Electronic Filing System as expeditiously as possible. In recognition of the transition period for persons accessing the court to be registered as a Filing User eligible to file documents in the Electronic Filing System, the following order shall govern the filing of pleadings and the submission of exhibits and attachments to pleadings by persons not yet authorized to be a Filing User.

### **Pleadings and Other Documents**

All pleadings and other documents to be filed with the court by persons not registered to be Electronic Filing Users pursuant to General Order 2003-01 shall be submitted with a diskette containing the pleading or other document in an electronic format that may be uploaded by the court into the Electronic Filing System.

### **Exhibits and Attachments to Pleadings and Proofs of Claim**

1. With regard to the following:
  - a. A Plan of Reorganization and Disclosure Statement;
  - b. Motions filed pursuant to Fed. R. Bankr. P. 7012, 7056, 7065, 9023, and 9024;
  - c. Applications for compensation and reimbursement of expenses;
  - d. Trustee's final report and account; and
  - e. Any filed document which requires an affidavit to be attached (e.g., application for temporary order) but not including a motion under 11 U.S.C. § 362;

all required exhibits and attachments must be included with the document that is filed with the court and submitted on a diskette. If the exhibit or attachment has been prepared in electronic format, it must be tendered to the court on a diskette. An exhibit or attachment not originally prepared in electronic format must be converted by the filer into an electronic format and submitted to the court for filing on a diskette. The court will upload the entire document with the exhibits and attachments into the Electronic Filing System. An exhibit or attachment not

originally prepared in electronic format will not be scanned by the court into the Electronic Filing System.

2. With regard to all other pleadings, if an exhibit or attachment has not been prepared originally in electronic format, the filer must either electronically submit on a diskette an excerpt of the referenced documents that are directly germane to the matter under consideration by the court or a summary of the exhibit. The filer shall clearly and prominently identify excerpted material. The filer may timely submit in electronic format on a diskette additional excerpts or summaries. Responding parties, if they are not Filing Users registered on the Court's Electronic Filing System, may timely electronically submit on a diskette additional excerpts or summaries that they believe are directly germane to the matter under consideration. The complete exhibit or attachment must be served on opposing counsel and, if requested, provided to the court, and must be available in the courtroom at any hearing pertaining to the matter.
3. Exhibits must be available in the courtroom at any hearing pertaining to the filed pleading or document.

### **Format**

The court requests that pleadings, exhibits and attachments be submitted on the required diskette in PDF format as described in the Court's Mandatory Electronic Case Filing Notice. The court will accept other electronic formats, including word processing, provided that the contents may be uploaded by the court into the Electronic Filing System.

The court has authorized the Chief Bankruptcy Judge of the district to enter this order on

behalf of the court.

Signed this 4th day of September, 2003.

/s/ Steven A. Felsenthal  
Steven A. Felsenthal  
Chief United States Bankruptcy Judge