

Procedures Regarding Removal/Replacement of Images

Images will only be replaced when the attached image contains verified confidential information as described in F.R.B P 9037. The correct procedure for seeking the removal/replacement of images that meet this criteria is as follows:

1) Contact the Court Helpdesk by email (helpdeskde@deb.uscourts.gov) and ask to have the image removed/replaced. You must indicate a reason.

If you are seeking to have the image removed

- 1) You must file a Notice of Withdrawal of Document. The pleading must specifically request that the image be removed and state a reason.
- 2) If this document is filed in a Chapter 11 case, you must follow with a Motion to Remove Image with a proposed Order for the Judge to approve the permanent removal of the image.

If you are seeking to have the image replaced with a redacted image

- 1) You should include the redacted image in your email notification to the Court helpdesk

Erroneously filed documents

The Court will not replace images due to a docketing error, where the incorrect image was attached. You should file a Notice of Withdrawal of Document and then refile your correct document. The Court will mark the original filing as “WITHDRAWN”.

If the pleading is one that requires a fee, please contact the court helpdesk for guidance

Editing Docket Text

Please take your time when docketing to ensure that all the docket text is entered correctly and the correct event was selected. You should utilize the Search feature in CM/ECF to find the event that best suits the documents you are filing. Many events have been modified recently to eliminate “free text boxes” to avoid typographical errors and unnecessary text.