

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF DELAWARE**

IN RE

Chapter 13 Cases

**SECOND SUPPLEMENT TO ADMINISTRATIVE ORDER  
GOVERNING CHAPTER 13 CASES CONCERNING FILING OF AFFIDAVITS  
IN CONNECTION WITH MOTIONS FOR RELIEF FROM THE  
AUTOMATIC STAY**

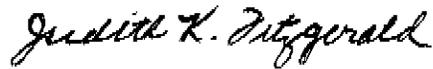
AND NOW, this 1<sup>st</sup> day of August, 2002, it is ORDERED

that, effective on the date of this Order, in Chapter 13 cases only, affidavits submitted in support of motions for relief from stay and other motions need not be scanned into the CM/ECF system. Instead, counsel may attach a conformed copy of the affidavit without scanning in the original affidavit (see Local Rule 4001-1) by complying with the following procedures:

- (1) the affidavit filed as an attachment to the motion must contain the notation *"/s/ Name of Affiant"* and the notation *"/s/ Name and Seal of Notary"* in the appropriate places in the affidavit;
- (2) before filing the affidavit as authorized above, counsel must have obtained the original affidavit containing affiant's original signature and the notary's original signature and seal;
- (3) counsel must attest on the affidavit to compliance with this Order;
- (4) counsel must produce the original affidavit upon order of court; and
- (5) counsel must retain the original affidavit for the longer period of one year after the case is closed or all appeals are finalized, unless the Court orders a different period. This retention does not affect or replace any other retention period required by other applicable laws or

rules. If the original document is returned to the client, the attorney shall advise the client of the requirement to retain the document as stated above.

It is **FURTHER ORDERED** that failure to comply with any part of this order will result in issuance of Rule to Show Cause Why the Pleading Should Not Be Dismissed With Prejudice, Why Counsel Should Not Be Held in Contempt and/or Ordered to Pay Sanctions and/or Why Other Sanctions Should Not Be Imposed.



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Judith K. Fitzgerald  
U.S. Bankruptcy Judge