

Rule 5005-4 Electronic Filing and Service. The Court has designated all cases to be assigned to the Case Management/Electronic Case Filing System ("CM/ECF").

- (a) CM/ECF - General. Unless otherwise expressly provided in these Local Rules or in exceptional circumstances preventing a registered CM/ECF user from filing electronically, all petitions, complaints, motions, briefs and other pleadings and documents required to be filed with the Court must be electronically filed by a registered CM/ECF user. Attorneys who intend to practice in this Court (including those regularly admitted or admitted pro hac vice to the bar of the Court and attorneys authorized to represent the United States without being admitted to the bar) should register as CM/ECF users. United States Trustees, private trustees and others as the Court deems appropriate should also register as CM/ECF users. Registration forms, requirements and procedural information for CM/ECF are available on the Court's website.

- (b) Electronic Signature. The electronic signature of the person on the document electronically filed shall constitute the original signature of that person for purposes of Fed. R. Bankr. P. 9011 and Del. Bankr. L.R. 9011-4.

- (c) Receipt of CM/ECF Notices and Electronic Service.
 - (i) By registering and becoming a CM/ECF user, one is consenting to receipt of electronic notices issued by the Court in accordance with Local Rule 9036-1.

 - (ii) By registering and becoming a CM/ECF user in a case or adversary proceeding or otherwise, the user and the user's client and/or principal as applicable, is consenting to service under these Rules, Fed. R. Bankr. P. 7005, the Fed. R. Civ. P. and any other rule pertaining to service in accordance with Fed. R. Bankr. P. 9036 and Local Rule 9036-1.

 - (iii) Notwithstanding anything to the contrary in subparagraph (ii) above, conventional service of documents in hard copy shall be required in the following circumstances:
 - (A) Service of a complaint and summons in an adversary proceeding under Fed. R. Bankr. P. 7004, service of a motion commencing a

contested matter under Fed. R. Bankr. P. 9014, or a subpoena issued under Fed. R. Bankr. P. 9016;

- (B) Notice of the meeting of creditors required under Fed. R. Bankr. P. 2002(a)(1);
 - (C) Where delivery or service upon an agency of the United States - including the United States Attorney and the United States Trustee - or chambers is required; and
 - (D) Where the debtor or debtor's attorney is required to serve on the United States Trustee and the trustee assigned to the case - the petition, schedules, statement of financial affairs, other required documents and amendments to any of the aforementioned filings.
- (iv) All CM/ECF system registered users must maintain an active email address to receive electronic notice and service from the CM/ECF system, the Court, and filing parties. Each CM/ECF system registered user has a duty to update promptly his or her account information on the CM/ECF system whenever there is a change in email address. This applies to the CM/ECF system registered user's primary email address as well as to any secondary email addresses. Registration as a CM/ECF user or use of CM/ECF by a registered user constitutes such user's consent under any applicable law to the use or disclosure of such user's registered email address(es) for purposes of the receipt or sending of email incident to the service of filings made through the CM/ECF system.
- (v) Documents served in electronic form by hand delivery, first class or other mail or delivery, must be in an acceptable electronic format such as CD-ROM, flash drive or other commonly used electronic storage medium.
- (d) Conversion to PDF for Electronic Filing. All petitions, complaints, motions, briefs and other pleadings and documents to be filed electronically with the Court shall be converted to PDF, electronically, as opposed to scanning a document, where practicable.