

#### **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. U.S. 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 constitutes the original signature of that person for purposes of Fed. R. Bankr. P. 9011 and Local Rule 9011-1.
- (c) Receipt of CM/ECF Notices and Electronic Service.
  - (i) By registering and becoming a CM/ECF user, the user consents to receiving electronic notices issued by the Court under 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 or principal as applicable, is consenting to service under these Local 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 subsection (ii) above, serving hard copy documents is required in the following circumstances:
    - (A) Serving a complaint and summons in an adversary proceeding under Fed. R. Bankr. P. 7004, a motion commencing a contested matter under Fed. R. Bankr. P. 9014, or a subpoena issued under Fed. R. Bankr. P. 9016; and
    - (B) Serving notice of the meeting of creditors required under Fed. R. Bankr. P. 2002(a)(1).
  - (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. A CM/ECF system registered user must promptly update the user’s account information on the CM/ECF system when there is a change in email address, including the CM/ECF system registered user’s primary email address and any secondary email addresses. Registration as a CM/ECF user and use of CM/ECF by a registered user each constitute the user’s consent under any applicable law to

use or disclose the user's registered email addresses for purposes of receiving or sending of email incident to the service of filings made through the CM/ECF system.

- (v) Documents served on physical electronic storage media must be on a 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 must be converted to PDF, electronically, as opposed to scanning a document, where practicable.