

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

NOTICE OF COMMENT PERIOD:
PROPOSED NEW ELECTRONIC CASE FILING
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

A proposed new Electronic Case Filing Administrative Policies and Procedures Manual (“the Manual”) has been posted for public comment and can be viewed at <http://www.insb.uscourts.gov/WebForms/AdminManDraft.pdf>.

Comments should be e-mailed to ECF Manual Comments@insb.uscourts.gov on or before June 15, 2009.

The Manual will replace the Administrative Procedures Concerning Electronic Case Files issued in October of 2004. Most of the changes result in a more accurate description of current practices. However, the Manual also:

- Clarifies the requirements for a signature on an electronically filed pleading;
- Clarifies the distinctions between filing electronically and filing non-electronically (or traditionally);
- Establishes the Court’s ability to terminate electronic filing access;
- States the responsibilities of e-filers;
- Sets a procedure for filing a document after missing a deadline if a problem with CM/ECF prevented filing by that deadline;
- Establishes the ability to file an entire case under seal;
- Cleans up the process for filing a document under seal and a document that seeks ex parte relief;
- Establishes a new form for the certificate of service.

After the comment period, a separate notice will be issued setting the effective date. **On and after the effective date, the Court will be enforcing both the requirement for proper signature format and for proper certificate of service form.**

Electronic filers are urged to review the Manual and submit any comments or questions via e-mail as noted above.

May 14, 2009

/s/ Kevin P. Dempsey
Clerk