

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

CLARIFICATION ON ORDER DISTRIBUTION

The recent shift in responsibility for distribution of orders has resulted in many inquiries to Clerk staff, and some good suggestions on narrowing the certificate of service requirement for those instances where counsel believes electronic distribution via CM/ECF was sufficient.

The directive to file a certificate of service has been modified in docket text and the Court's PDF orders to read: "if needed."

Please understand that the certificate of service is for the prevailing party's protection. When the Court distributes orders, an electronic record of that distribution results. When a party distributes an order, no public record is created - unless that party files a certificate of service.

Clerk's office staff cannot offer guidance on order distribution as that strays into the area of legal advice. (When the Court distributes orders, the selection of parties to whom distribution will be made is directed by the Judge, and is not a decision made independently by Clerk's office staff.)

The Procedures Manual contains guidance on generating a list of parties to receive notice. When appropriate, you can create a list that includes only creditors that have filed claims. In the Manual, go to Help/Troubleshooting>how to generate mailing lists and find e-mail addresses for service of documents.

Other questions or suggestions can be submitted to the Clerk's office using our e-mail address for local rules matters: Local_Rules_Comments@insb.uscourts.gov.

October 10, 2012

/s/ Kevin P. Dempsey
Clerk