

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA

**CHANGE TO REQUIRED RETENTION  
OF ORIGINAL SIGNATURE DOCUMENTS**

When electronic filing was implemented in this District, the Court established the requirement that documents with the original signatures, or 'wet signatures,' were to be retained by the filer for at least three years after the closing of the case, or such other time period as the Court might order in a particular case.

At the request of the bar, the Court has reviewed this retention period. The Court has noted that many other bankruptcy courts, and the District Court here, use a period of two years.

Therefore, the Judges have revised the retention period for documents with original signatures to be **two years after closing of the case by the Clerk unless the Court orders a different period.**

This change is effective immediately, and applies retroactively. The Court's Administrative Policies and Procedures Manual for Electronic Filing has been updated.

Electronic filers are encouraged to review the Manual in its entirety. The Court has made a few other minor changes and clarifications to the Manual in recent months. The Manual can be found on the Court's website under "PACER/Electronic Filing Instructions."

April 5, 2012

/s/ Kevin P. Dempsey  
Clerk