

United States Bankruptcy Court Eastern District of Missouri



CM/ECF Administrative Procedures (revised as of December 1, 2004)



Introduction

Updated Procedures
revised December 1, 2003

These Administrative Procedures are designed to assist attorneys and others who file with the United States Bankruptcy Court, Eastern District of Missouri by setting forth basic procedures for filing documents under the Court's Case Management - Electronic Case Filing (CM/ECF) System. Electronic Case Filing (ECF) became mandatory at this Court for all attorneys on November 1, 2003. These procedures address processes for filing electronically.

In drafting the Court's Local Rules of Bankruptcy Procedure (L.B.R.) dated March 31, 2003, and as amended May 15, 2003, the Court anticipated adoption of these Procedures. However, because the Local Rules do not address many of the technical requirements specified in these Procedures, it is important for those filing with this Court to review these materials as well as the Local Rules and to become familiar with the contents of both documents. These Procedures are critical to ECF training, but are in no way a summary or substitute for the detailed, step-by-step instruction contained in the ECF Training Manual used in formal ECF training. Questions about ECF training should be directed to Beth Pfister, ECF Training Coordinator, (314) 244-4606, or you may view the Court's website at www.moeb.uscourts.gov.

The transition to a paperless Court and paperless legal practice is an on-going process. Many refinements are expected along the way. These Administrative Procedures provide a solid starting place and convey the Court's expectations for use of the CM/ECF System.

The Court has updated these Administrative Procedures to reflect changes as a result of the effective date of mandatory electronic filing, November 1, 2003, recent amendments to the Federal Rules of Bankruptcy Procedure, effective December 1, 2003, and experiences with electronic filing. Although nearly each section of the Administrative Procedures has been revised or supplemented, new information can be found in sections:

- II. A., pertaining to mandatory electronic filing and consequences for failure to file electronically;
 - II. C., pertaining to the submission of the social security number verification form required by Fed. R. Bankr. P. 1007(f); and
 - V. A., pertaining to Internet Credit Card usage.
- Appendix A-4 has been modified to provide a sample social security number verification form consistent with amendments for Rule 1005 of the Fed. R. Bankr. P.; The Exhibit Summary, (formerly Appendix A-4) is now renumbered as Appendix A-6.
- Appendix A-5 has been added to provide instructions for creating PDF documents; and Appendix A-7 has been added to provide instructions for Internet Credit Card use.

This document is not a comprehensive guide to all aspects of the CM/ECF System as it can not address every contingency which may arise during the course of filing documents. Any questions about the procedures or generally about filing may be directed to the Court's ECF Help Desk at 1-866-803-9517.

**United States Bankruptcy Court
Eastern District of Missouri**

**Case Management/Electronic Case Filing
(CM/ECF)
Administrative Procedures**

Table of Contents

I.	DESIGNATION OF CASES, PASSWORDS AND REGISTRATION	1
A.	Designation of Cases	1
B.	Passwords	1
C.	Registration	1
1.	Registration Forms	1
2.	Obtaining Login and Passwords and Maintaining Account	1
3.	Use and Protection of Password	1
4.	Password Security	2
5.	Withdrawal from System	2
II.	FILING OF DOCUMENTS	2
A.	Mandatory Electronic Filing and Return of Paper Documents	2
B.	Creditor Matrix	2
C.	Social Security Number Verification Form (Form B21)	2
D.	Limitations on Size of Documents	3
E.	Judge/Trustee Assignment	3
F.	Copies for Trustee	3
G.	Multi-Part Motions	4
H.	Emergency Matters	4
I.	Exhibits	4
1.	Most Exhibits Not to be Filed	4
2.	Exhibits Permitted to be Filed	4
3.	Trial Exhibits	4
4.	Exhibits for Appeal	5
5.	Service of Exhibits and Copies for Court	5
J.	Adversary Proceedings	5
K.	Effect of Electronic Filing	5
1.	Entry on Docket	5
2.	Official Record	5
L.	Pro Hac Vice	5
M.	System Failure	5
N.	Exceptions to Electronic Filing	6
1.	Documents under Seal/Protected Documents	6
2.	Summons	6
III.	NOTICE AND SERVICE OF DOCUMENTS	6
A.	Notice of Electronic Filing	6

B.	Consent to Electronic Service and Effect of Notice	6
C.	Certificate of Service	7
D.	Service of Summons	7
IV.	SIGNATURES	7
A.	Login Constitutes Signature	7
B.	Format	7
C.	Retention	8
V.	FEES	8
A.	Credit/Debit Cards	8
B.	Delinquent Fees	8
C.	Installment Fee Applications	8
VI.	ORDERS	8
A.	Time of Submission	8
B.	Manner of Submission	8
	1. E-mail Transmission	8
	2. Naming Convention	9
	3. Content of E-mail Message	9
C.	Entry of Orders and Service	9
	1. Entry	9
	2. Service	9
VII.	APPEALS	10
A.	Documents Required for Appeal	10
	1. Appeals to the Bankruptcy Appellate Panel	10
	2. Appeals to the District Court	10
VIII.	PUBLIC ACCESS TO THE DOCKET SYSTEM	10
A.	Internet Access with a Password	10
B.	E-mail Notification, "Free Look," and Daily Summary	10
C.	Public Access at the Court	11
D.	Hard Copies and Certified/Exemplified Copies	11

Appendix

- A-2 REGISTRATION FORM (Limited Use Privileges)
- A-3 MATRIX INSTRUCTIONS
- A-4 SOCIAL SECURITY NUMBER VERIFICATION FORM (Form B21)
- A-5 PDF CONVERSION INSTRUCTIONS
- A-6 EXHIBIT SUMMARY
- A-7 INTERNET CREDIT CARD INSTRUCTIONS
- A-8 B21 FORM EVENT INSTRUCTIONS

Case Management/Electronic Case Filing CM/ECF Administrative Procedures

I. DESIGNATION OF CASES, PASSWORDS AND REGISTRATION

A. Designation of Cases

The provisions of these Administrative Procedures and any amendments hereto apply to all documents filed on or after May 1, 2003. These Administrative Procedures govern access to and usage of the Case Management/Electronic Case Filing System. (“CM/ECF System” or the “System”) of the United States Bankruptcy Court for the Eastern District of Missouri.

B. Passwords

A login and password are required to file and receive electronic notice through the System. Each registered participant shall be entitled to one System login and password. Any trustee appointed by the Office of the United States Trustee may obtain a separate password for use as a trustee.

C. Registration

1. **Registration Forms.** Each participant must submit a completed ECF Registration Form. Registration forms are attached as Exhibits A-1 and A-2 to the Appendix. Exhibit A-1 is for “Full Participant Registration and Access” and Exhibit A-2 is for “Limited Participant Registration and Access.” All registration forms are to be returned to the United States Bankruptcy Court, Eastern District of Missouri, Thomas F. Eagleton Courthouse, 111 South Tenth Street, Fourth Floor, St. Louis, Missouri 63102; Attn: ECF Training Team.
2. **Obtaining Login and Password and Maintaining Account.** After successfully completing ECF training and/or qualifying exercises, the Court will issue the participant’s assigned login and password. Upon receipt, the participant must modify the assigned password on the System using the “Utilities” feature and selecting “Maintain Your ECF Account.” Participants are responsible for maintaining their accounts.
3. **Use and Protection of Password.** Any password issued for the System shall be used exclusively by the registered participant to whom the password has been assigned and by any employee(s) or persons authorized by the registered participant. No registered participant shall knowingly permit a password to be used by anyone who is not authorized to use the password and no person shall knowingly use another’s password unless such person is so authorized.

4. **Password Security.** If a participant has any reason to suspect the password has been compromised, it is the participant's duty to change the password immediately through the "Maintain Your ECF Account" option under the "Utilities" function of the ECF System.

5. **Withdrawal from System.** Once registered, a participant must maintain a current and active e-mail address to receive e-mail notification from the System. A participant may withdraw from the System by providing the Clerk's Office with written notice of such withdrawal. Upon receipt of the written notice, the Clerk's Office will immediately cancel the participant's password and delete the participant from any applicable electronic service list. Terminating access to the System does not authorize the attorney to withdraw as the attorney of record for his/her client.

II. FILING OF DOCUMENTS

A. **Mandatory Electronic Filing and Return of Paper Documents**

Effective November 1, 2003, all attorneys are required to file electronically with this Court as stated herein. The Clerk of Court has been directed to decline to accept for filing any pleadings and other documents submitted in paper format after the mandatory date. Attorneys will be directed to the scanning stations in the Intake area to scan documents brought to the Court for filing. If documents are submitted in paper format by mail or through the drop box, the Court will send notice to the attorney advising that all subsequent paper documents from that attorney (regardless of the case in which tendered) will be returned to the attorney as unfiled.

B. **Creditor Matrix**

The creditor matrix must be prepared and filed in accordance with the Court's "Instructions for CM/ECF Matrix." (Appendix A-3). Those instructions require all matrices to be prepared in single column format, left-justified, with one-inch margins using Courier 10 point font. Names and addresses must be single spaced with a double space separating one creditor from the next. The city, state and zip must all be on the last line. Matrices MUST be in ASCII DOS text format (.txt) and named "creditor.txt". To amend a matrix, the attorney must file the amended matrix in PDF format with an appropriate cover memorandum and verification, and must either add the additional creditor(s) using the "Creditor Maintenance" event or upload a new matrix in .txt format.

C. **Social Security Number Verification Form (Form B21)**

Effective December 1, 2003, as a result of amendments to Federal Rules of Bankruptcy Procedure 1005 and 1007, debtors are required to submit, not file, a Social Security

Number Verification Form (known as Form B21) when filing a petition. The B21 Form must contain the full social security number signed by the debtor under penalty of perjury. A sample Form B21 is attached in Appendix A-4 and is available in word processed format on the Court's website. The form must be transmitted to the Court in PDF format via a private event in the CM/ECF system and will not become part of the case record. Because the signature and document retention rules of these ECF Administrative Procedures apply to the submission of this form, the form may be sent without "/s/" or other evidence of signature. (*See Section IV infra*). Instructions for submitting the B21 form are included in Appendix A-8.

D. Limitations on Size of Documents

All documents must be filed in Portable Document Format (PDF) (except for the matrix as described in Section II. B. above). Instructions for converting documents to PDF format are provided in Appendix A-5. Documents filed electronically should not exceed 1.5 megabyte (MB). If any document is larger than 1.5 MB, the filer should divide the document into parts and file each part separately. The first part of the document would be associated (linked) to the event and subsequent parts would be attachments to the main document.

E. Judge/Trustee Assignment

The System will attempt to place all cases filed by an attorney during a single day on the same § 341 meeting calendar if the attorney runs the Judge/Trustee Assignment after having opened all cases for a given day. If the filer performs the Judge/Trustee Assignment after opening each case at various times throughout the day, the cases will not be grouped together on the § 341 calendar. If the filer fails to perform the Judge/Trustee Assignment procedure, the ECF System will automatically assign the Judge and Trustee at midnight each day. When the System performs the Judge Trustee Assignment, an attorney's cases will not be grouped together for the § 341 meeting calendar.

F. Copies for Trustee

The debtor(s) shall bring a hard copy of the bankruptcy petition, schedules, statement of affairs, and all related documents and amendments to the § 341 meeting of creditors. This copy must contain either the original or a copy of the debtor(s)' signature. Additionally, unless a particular trustee directs otherwise, immediately upon filing the petition, the debtor(s) must mail or deliver a hard copy of the petition, schedules and statement of affairs to the case trustee. A hard copy of any amendments to these documents filed

before the § 341 meeting of creditors shall also be provided to the trustee. In a Chapter 13 case, the debtor(s) shall also provide the trustee with a hard copy of any Chapter 13 plan filed prior to the § 341 meeting of creditors. The trustee's copy of the petition, schedules, statement of affairs, and plan must contain a copy of the debtor(s)' signatures. The trustee may continue the meeting of creditors if the trustee does not receive the required hard copies. A certificate of service showing these documents have been provided to the trustee is not necessary except as otherwise required for service of the Chapter 13 plan under L.B.R. 3015-2 C., or for amended schedules under L.B.R. 1009-1 B.

G. Multi-Part Motions

Any motion that includes alternative relief, must be filed as a multi-part motion. The filer must select all applicable events from the "Motions/Applications" feature by selecting the first relief type, holding the "control" key, and selecting additional relief types requested. The "Generic Motion" event should be used only if a more descriptive relief type does not exist.

H. Emergency Matters

Any party seeking to have a matter addressed on an emergency/expedited basis shall file the document electronically and contact the Courtroom deputy for the appropriate judge to advise of the filing. The judge may require a fax copy of the pleading.

I. Exhibits

1. **Most Exhibits Not to be Filed.** With limited exceptions, most exhibits are NOT to be filed with the Court when filing a motion, pleading, or claim. Instead, an Exhibit Summary (Local Form 9), (Appendix A-6) should be used in place of the exhibits. The Exhibit Summary Form should be part of, or filed as an attachment to the motion, pleading, or claim to which it relates.
2. **Exhibits Permitted to be Filed.** Exhibits are permitted to be filed only as follows:
 - a. if the exhibit(s) is/are two pages or less in length;
 - b. if the exhibit is an affidavit;
 - c. if the exhibit is filed in support of a motion for summary judgment; or
 - d. if the case is under Chapter 13, selected pages are permitted as attachments to motions for relief provided the exhibits contain evidence of perfection.
3. **Trial Exhibits.** Exhibits for trial (on an adversary or contested matter) should NOT be filed with the Court. Exhibits should be listed on an Index of Exhibits (Local Form 20) and copies of the index and all exhibits should be delivered to Court in paper format three days prior to trial. (*See Local Rules*).

4. **Exhibits for Appeal.** Transcripts and items designated in the record on appeal should NOT be filed with the Bankruptcy Court. After a transcript has been requested, the transcription company will provide the Court with the transcript in PDF format and provide a hard copy to the requesting party.
5. **Service of Exhibits and Copies for Court.** On request, the filer must provide a copy of exhibits without charge to opposing counsel and must provide hard copies for the Court prior to hearing. Such copies are to be delivered to the Court; they are NOT to be filed with the Court.

J. Adversary Proceedings

The Adversary Coversheet must be filed electronically with the adversary complaint. It may be filed as part of, or as an attachment to the adversary complaint. The adversary coversheet is available in word processed format on the Court's website under Local Forms. The summons must be submitted in paper format. (*See Exceptions to Electronic Filing below*).

K. Effect of Electronic Filing

1. **Entry on Docket.** Electronic transmission of a document to the System, confirmed by the Court's transmission of its Notice of Electronic Filing, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the Rules of this Court and constitutes entry of the document on the docket kept by the Clerk of Court under Fed. R. Bankr. P. 5003.
2. **Official Record.** The official record in a case is the electronic record of the document as stored by the Court. The filing party is bound by the document as filed electronically through the System. A document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the Court.

L. Pro Hac Vice

A motion and proposed order for admission pro hac vice can be filed in paper format. It must be accompanied by a check for the required admission fee payable to the Clerk, U. S. District Court. Upon admission, the attorney must promptly register to file electronically. Any attorney admitted to this Court pro hac vice is required to file electronically unless the Court grants permission to file in paper format.

M. System Failure

A registered participant whose electronic filing is made untimely as the result of a technical failure by the Court's System may seek appropriate relief by motion. A filer must attest by affidavit in support of such motion to having made reasonable attempts to file electronically.

N. Exceptions to Electronic Filing

1. **Documents under Seal/Protected Documents.** Documents may be filed under seal on motion to the Court. Registered participants shall file such motion electronically; however, the actual document(s) to be sealed shall not be filed unless the motion is granted. If the documents are required for the Court to rule on the motion, the documents should be submitted to the Court in an envelope for *in camera* review. If the motion is granted, the movant shall submit the documents to the Court in an envelope indicating they are being filed under seal and movant shall affix to the envelope a copy of the order authorizing the filing under seal.
2. **Summons.** For each defendant in an adversary, the plaintiff shall submit a completed summons form in paper format after filing the adversary complaint. The Court will issue the summons and return the hard copy to the plaintiff.

III. NOTICE AND SERVICE OF DOCUMENTS

A. Notice of Electronic Filing

When a document is entered into the ECF, the System will automatically generate a Notice of Electronic Filing and transmit an e-mail to all registered participants in the case providing a link to view the document filed. The Notice of Electronic Filing will indicate the time of filing, the name of the filing party, the name of the attorney filer, the type of document filed, and the text of the docket entry. A list of those persons who will receive the document electronically through the System and a list of those to whom it will not be sent electronically is also provided on the Notice. By accessing the “Mailings” option under “Utilities,” and specifically, the “Mailings Information for a Case” feature, a filer can see a list of which attorneys will receive electronic service in the case and which are not. There are no PACER or other fees for accessing this feature under “Utilities.”

B. Consent to Electronic Service and Effect of Notice

Pursuant to Fed. R. Civ. P. 5(b)(2)(D), Fed. R. Bankr. P. 9022, and L.B.R. 5005-1, with the exception of service of process under Fed. R. Bankr. P. 7004, registration to file electronically constitutes the participant’s consent to receive notice and service by electronic means and is a written waiver of service by other means (e.g. first-class mail). For registered participants, notice through the Court’s ECF System constitutes service of the documents referenced in the Notice of Electronic Filing.

C. Certificate of Service

The certificate of service should indicate on whom the document was served and the manner of service. If service is made through the ECF System, it is sufficient for the certificate of service to state that service was made by the ECF Notice of Electronic Filing and to show the names of those served without listing each participant's e-mail address. When some parties are served in paper and others by electronic means through ECF, the certificate of service may delineate those served electronically from those served by other means and provide addresses only for those served by other means. Alternatively, if addresses are provided for all parties, including those served through ECF, it is sufficient to state: *"The following parties were served by U.S. Mail, postage-prepaid unless served electronically through ECF."* Attorneys can identify which attorneys will receive electronic service in any particular case by using the "Mailings Information for a Case" feature under "Utilities." (See further instruction in Section III. A. above).

D. Service of Summons

Nothing herein shall be construed to eliminate the necessity of serving a summons and complaint in accordance with the Federal Rules of Civil Procedure and Federal Rules of Bankruptcy Procedure 7004.

IV. SIGNATURES**A. Login Constitutes Signature**

The user login and password required to transmit documents to the System serve as the filing user's signature on all electronic documents filed with the Court. They also serve as a signature for the purposes of Fed. R. Bankr. P. 9011, for the Rules of this Court, and for any other purpose for which a signature is required in connection with proceedings before the Court. The filing or submission of a document required to be signed by another person is the filer's representation that the party whose signature is required has, in fact, signed the document. The filing of a stipulation or other document requiring signatures of more than one party constitutes a representation by the filer that all parties whose signatures are represented on the document have, in fact, signed the document.

B. Format

No signatures are required to appear on documents filed electronically. The Court does not require a "/s/" or other indicia of signature for the attorney's, the debtor's, or other signature. The filer's login and password serve as the filer's signature and representation concerning other signatures as stated in paragraph A.

C. Retention

The person filing or submitting any document required to be signed by the debtor(s) or by other entity(ies), must retain the original signed document for a period of two (2) years after the closing of the case unless the Court orders a different period. Such documents include those signed under penalty of perjury, those requiring verification under Fed. R. Bankr. P. 1008, and those containing an unsworn declaration as provided in 28 U.S.C. § 1746. On request of the Court, or any party in interest, or when the signature is at issue, the filer must provide original documents for review.

V. FEES

A. Credit/Debit Cards

Electronic filing requires use of a credit/debit card to pay filing fees. ECF Version 2.3 permits filers to apply charges directly to a credit/debit card using secured Internet access without having a credit/debit card “on file” with the Court. Instructions for internet credit card payment are included in Appendix A-7.

B. Delinquent Fees

When a fee is required with any pleading or document filed electronically, and the fee is not simultaneously paid with a credit/debit card because the credit/debit card is rejected, the filer must deliver the required fee to the Court within two (2) business days of the filing or the Court will automatically dismiss the case or deny the pleading for failure to pay the required fee.

C. Installment Fee Applications

When permitted in individual cases, Installment Fee Applications may be filed electronically to address the filing fee required for new petitions.

VI. ORDERS

A. Time of Submission

Proposed orders must be submitted simultaneously with filing any motion or pleading, except for matters submitted on “negative notice,” or as otherwise permitted by the Court. Orders on motions that may be filed on “negative notice” shall be submitted to the Court with a certificate of no response or resolution after expiration of the last date for serving and filing objections to the underlying pleading.

B. Manner of Submission

1. **E-mail Transmission**. Proposed orders shall be submitted to the Court by e-mail as an attached document in **WordPerfect** or **Word** format and shall be sent to the e-mail address that corresponds with the Judge assigned to the case referenced in the proposed order. The number of orders attached to an e-mail

message is not limited. However, the combined size of the e-mail may not exceed 30 MB.

Send orders to:

Chief Judge Barta -	BartaOrders@moeb.uscourts.gov
Judge Schermer -	SchermerOrders@moeb.uscourts.gov
Judge Surratt-States -	StatesOrders@moeb.uscourts.gov
Judge McDonald -	McDonaldOrders@moeb.uscourts.gov

2. **Naming Convention.** The proposed order must conform to the following naming convention: *case number with judge code, descriptive file name (e.g. party and type of pleading) and appropriate file-type extension (“.wpd” or “.doc”)*. Omit hyphens in case number. For example:

0254321172 Ford Motor Relief.wpd
0254321399 GECC Cash Collateral.doc

Judge Codes:	Chief Judge Barta	-	172
	Judge Schermer	-	399
	Judge Surratt-States	-	659
	Judge McDonald	-	293

3. **Content of E-mail Message.**

Subject line. The subject line of the e-mail message should indicate the name of the attorney or law firm submitting the order(s).

Message. The e-mail message must contain the following information in the body of the message for each order or series of orders attached:

- 1) the name of the party on behalf of whom the order(s) is/are submitted; and
- 2) the date and time of the hearing to which the order(s) relates/relate if the matter was set for hearing. If the matter did not require a hearing, the message should indicate “no hearing necessary.”

C. **Entry of Orders and Service**

1. **Entry.** All orders, decrees, and judgments of the Court will be docketed electronically by the Court in accordance with these procedures. Any order docketed by the Court and transmitted through the ECF System without the original signature of the judge has the same force and effect as if the judge had affixed the judge’s signature to a paper copy of the order.
2. **Service.** Upon the entry of an order, decree, or judgment, the System will send an e-mail notification of the entry of the order to all registered participants in the case. For an interim period, the Court will also mail a hard copy of the order

through the Bankruptcy Noticing Center (BNC) to those parties designated on the order's service list.

VII. APPEALS

A. Documents Required for Appeal

1. **Appeals to the Bankruptcy Appellate Panel.** The notice of appeal must be filed in PDF format. The order being appealed does not need to be attached to the notice of appeal because the filer must "link" the notice to the order. No other filing is required with the Bankruptcy Court.
2. **Appeals to the District Court.** The notice of appeal must be filed in PDF format. The order being appealed does not need to be attached to the notice of appeal because the filer must "link" the notice to the order. The District Court Civil Cover Sheet and Tracking Sheet, must be filed as PDF documents and must be attached to, or part of, the Notice of Appeal. (These forms are available from the District Court's website). The Designation of Record and Statement of Issues on Appeal must be filed in PDF format. The appellant and appellee are responsible for delivering hard copies of all documents, pleadings, exhibits, and transcripts referenced in the Designation of Record to the District Court when such documents are due. Such documents should NOT be filed in paper or electronic format with the Bankruptcy Court.

VIII. PUBLIC ACCESS TO THE DOCKET SYSTEM

A. Internet Access with a Password

Any person with a valid PACER login and password may access the System at the Court's Internet site: <http://www.moeb.uscourts.gov>. A PACER login and password can be secured by contacting the PACER Service Center at 1-800-676-6856 or online at <http://pacer.psc.uscourts.gov>.

B. E-mail Notification, "Free Look," and Daily Summary

The System will send an e-mail notification to all registered participants in a case providing a link to view the document filed. Participants are not charged for a one-time "free-look" (i.e. initial retrieval, download, viewing or printing of a document) when the document is accessed directly from the e-mail notification. Using the "Utilities" option, and specifically, the "Maintain your User Account" and "E-mail Notification" feature, attorneys can elect to receive either e-mail notification throughout the day each time a document is filed or a daily summary report sent at midnight each night, listing all cases by name, number and document name.

C. Public Access at the Court

The public will have electronic access to view bankruptcy records at no charge at the courthouse in St. Louis, Missouri during regular business hours. A fee will be charged for printed copies. The Court provides a computer and scanning stations at the public intake counter for filing electronically.

D. Hard Copies and Certified/Exemplified Copies

Hard copies and Certified/Exemplified copies of electronically filed documents may be purchased through the Clerk's Office. The fee for copying, certification, and/or exemplification will be in accordance with the fees imposed by 28 U.S.C. §1930.

**United States Bankruptcy Court
Eastern District of Missouri**

**ELECTRONIC CASE FILING (ECF) SYSTEM
PARTICIPANT REGISTRATION FORM
AND USER AGREEMENT**

This form is to be used to register for FULL FILING PRIVILEGES for filing documents via the ECF system in the United States Bankruptcy Court for the Eastern District of Missouri. Each attorney desiring to file pleadings or other papers electronically must complete and sign this Participant Registration Form and User Agreement. To register for an account on the Court's ECF system, please provide the information requested below:

Name (Last, First, Middle): _____

Last four digits of Social Security Number: _____

State Bar ID #: _____

State of Admission: _____

Eastern District of Missouri Bar #: _____

Firm Name: _____

Firm Address: _____

Phone Number: _____

E-Mail Address: _____

Send Notice to These Additional E-Mail Addresses: _____

Send Electronic Notice (only check one): _____ Each Filing _____ End of Day Summary

By submitting this registration form, participant agrees to the following:

1. Federal Rule of Bankruptcy Procedure 9011 requires that every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) filed with the Court be signed by at least one attorney of record or, if the party is not represented by an attorney, by the party. The unique password issued to participant identifies that participant to the Court each time participant logs-on to the ECF system. The use of participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password. Therefore, participant must protect and secure the password issued by the Court.
2. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately.
3. Participant agrees to maintain a current and active e-mail address to receive notification from the ECF system. Participant also agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.
4. Participant agrees that originals of all electronically filed pleadings, affidavits, and other documents that contain original signatures and/or require verification under Federal Rule Bankruptcy Procedure 1008, or an unsworn declaration as provided in 28 U.S.C. Section 1746, must be maintained by the participant who filed the document for a period not less than two years after the case is closed. If the party who filed the document is not represented by counsel or is not yet a participant in the ECF system, it is the party's responsibility to maintain the document. The Court's two year retention requirement is not meant to supersede any requirements imposed by a local or state bar or the Rules of Professional Conduct that may require a longer period of retention.
5. Participant must complete a Credit/Debit Card Authorization Form. Participant hereby authorizes the U.S. Bankruptcy Court to make charges upon the Credit/Debit card for any applicable fees required in conjunction with filings participant makes with the Court. Participant understands that it is participant's responsibility to provide the Court with any changes to the Credit/Debit card information and failure to do so may result in temporary loss of participant's login to the ECF system.
6. Participant agrees that registration for the use of the ECF system constitutes: (1) written consent to receive notice electronically and waiver of the right to receive notice by first-class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment under Federal Rule of Bankruptcy Procedure

9022. Notice by electronic means is complete as contemplated by Federal Rule of Bankruptcy Procedure 9036.

7. Participant will file documents using the Court's ECF system. However, to simply view information on a specific case, participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER login is required in addition to the ECF system password issued by the Court. To register for PACER participant must complete the online form or submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
8. By this registration, participant agrees to abide by all of the local rules and procedures of U.S. Bankruptcy Court of the Eastern District of Missouri concerning the use of the ECF system.

Applicant Name (please print)

Applicant Signature

Date

Please return to: ECF Training Team
 U.S. Bankruptcy Court
 Eastern District of Missouri
 111 S. 10th Street, 4th Floor
 St. Louis, MO 63102

**United States Bankruptcy Court
Eastern District of Missouri**

**ELECTRONIC CASE FILING (ECF) SYSTEM
LIMITED PARTICIPANT REGISTRATION FORM
AND USER AGREEMENT**

This form is to be used to register for LIMITED FILING PRIVILEGES for filing documents via the ECF system in the United States Bankruptcy Court for the Eastern District of Missouri. Each participant desiring access to limited electronic filing privileges must complete and sign this Limited Participant Registration Form and User Agreement. To register for an account on the Court's ECF system, please provide the information requested below:

Name (Last, First, Middle): _____

Last four digits of Social Security Number: _____

Agency/Company: _____

Mailing Address: _____

Phone Number: _____

E-Mail Address: _____

By submitting this registration form, participant agrees to the following:

1. The ECF system is used to file and view electronic documents, docket sheets, and notices.
2. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion, and other paper (except lists, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The unique password issued to participant identifies that participant to the Court each time participant logs-on to the ECF system. The use of participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password. Therefore, participant must protect and secure the password issued by the Court.
3. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no

longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately.

4. Participant's registration will constitute a waiver in law of conventional service of documents. Participant consents to the electronic service of pleadings and other papers. Participant agrees to maintain a current and active e-mail address to receive notification from the ECF System. Participant also agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.
5. As a participant with limited filing privileges, participant will only have access to perform the following transactions:
 - a. Proof of Claim
 - b. Notice of Appearance (attorneys)
 - c. Creditor's Request for Service/Notice
 - d. Notice of Transfer of Claim
 - e. Reaffirmation Agreements
6. Participant will file documents by using the Court's ECF system. However, to simply view information on a specific case participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER login is required in addition to the ECF password issued by the Court. To register for PACER participant must complete the online form or submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
7. Participant agrees to abide by all of the local rules and procedures of U.S. Bankruptcy Court of the Eastern District of Missouri concerning the use of the ECF system.

Applicant Name (please print)

Applicant Signature

Date

Please return to: ECF Training Team
U.S. Bankruptcy Court
Eastern District of Missouri
111 S. 10th Street, 4th Floor
St. Louis, MO 63102

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**

INSTRUCTIONS FOR CM/ECF MATRIX

**Dana C. McWay
Clerk Of Court**

Dated: May 1, 2003

POLICY STATEMENT FOR CREDITOR MATRIX

Preparing and filing the creditor matrix shall conform to the established Matrix Instructions provided by the Court. The matrix may not be accepted as filed if the matrix is not in proper format.

INSTRUCTIONS FOR FILING CREDITOR MATRIX FOR CM/ECF

In order to ensure your matrix is in proper format for use with the CM/ECF System, your matrix must be prepared following these guidelines. Your cooperation is essential. Unless the matrix is filed by uploading it electronically through ECF, you must file a printed matrix following this format and simultaneously submit the matrix electronically on a diskette or compact disk (CD).

1. Names and addresses should be typed in a single column, left-justified with a one-inch margin, rather than in three columns (see example attached). The document must have no less than 1 inch margins at the top, bottom and sides of the page.
2. Word processing software may be used to create the file. The text MUST be created in Courier 10 pitch. The file MUST be saved as ASCII DOS text. The file MUST be named creditor.txt.
3. Each name/address must consist of no more than five (5) total lines, with at least one blank line between each of the name/address blocks. If the address has only two lines, DO NOT leave a blank line between the first and second line. A blank line indicates two separate addresses.

Example: Steve Smith, Jr.
 1114 Market St.
 Suite 704
 St. Louis, MO 63101

4. City, State and Zip code MUST be on the last line. Nine digit zip codes should be typed with a hyphen separating the two groups of digits.
5. Each line must be 40 characters or less in length.
6. Official U.S. Postal Service state abbreviations are required.
7. Only one space is required between city, state and zip code.
8. DO NOT include the following parties. (They were formerly required on creditor matrices). These names will be retrieved automatically and added to the matrix. In chapter 13 cases, the Missouri Department of Revenue MUST be included on the Matrix.
 - a. Debtor
 - b. Joint Debtor
 - c. Attorney for Debtor(s)
 - d. Office of the U.S. Trustee
 - e. Case Trustee
9. When filing in paper format, you must also submit the matrix as a text file on diskette or compact disk (CD). The diskette should be 3.5" DOS formatted to 1.44M or 720K. The CD must be IBM compatible.
10. Only ONE creditor matrix may be put on a single diskette or CD.
11. Each diskette must be identified with the debtor's name on a label.
12. Diskettes and CDs will be discarded after the data has been uploaded into the automated system.

13. You MUST file a "Verification of Creditor Matrix" in accordance with Local Rules.

INSTRUCTIONS FOR AMENDED MATRIX

1. An amended matrix MUST be submitted in single-column format as described above.
2. List ONLY those creditors to be added or those with an address change. DO NOT submit a complete new matrix with previously submitted creditors. The amended matrix MUST be attached to a Memorandum as required by Local Rule 1009-1 and MUST include a Verification of Creditor Matrix.
3. To amend a matrix, the attorney must file the amended matrix in PDF format with an appropriate cover memorandum and verification, and must either add the additional creditor(s) using the Creditor Maintenance event or upload a new matrix in .txt format.

AVOID

1. Unreadable type faces such as proportionally-spaced fonts, or exotic fonts (such as Olde English or script). Use only Courier 10-point font.
2. Incorrect computer settings which will cause unreadable lists. Make certain your computer is set correctly.
3. Typing anything other than the names and addresses in proper column format on any page of the matrix. Do not include lines, debtor name, page numbers, or anything else on the matrix.
4. Using all upper case letters (ALL CAPS). Use upper and lower case letters.
5. Listing account numbers or attention lines on the last line of the address; put this information on the second line of the address.

Example Creditors List: Courier 10 Pitch
(the preferred type to be used in typing matrices for CM/ECF.)

Household Finance
P.O. Box 1234

Springfield, IL 60189

St. Peter's Hospital
789 Hospital Road
St. Louis, MO 63048

Jonathan R. Smith
1111 Market St.
Suite 121
St. Louis, MO 63101

John Doe
10345 Collier Ave.
St. Louis, MO 63103

Al's Auto Sales
8904 Grand Ave.
St. Louis, MO 64209

Famous Barr
c/o John Smith
121 Blue Bird Lane
St. Louis, MO 63101

David Jones and Company
Acct. 123456789
234 Sunny Drive
St. Louis, MO 63401

FORM 21. STATEMENT OF SOCIAL SECURITY NUMBER

[Caption]

STATEMENT OF SOCIAL SECURITY NUMBER(S)

A. Name of Debtor (enter Last, First, Middle):

(Check the appropriate box and, if applicable, provide the required information)

Debtor has a Social Security Number and it is: ___ - ___ - _____
(If more than one, state all)

Debtor does not have a Social Security Number.

A. Name of Joint Debtor (enter Last, First, Middle):

(Check the appropriate box and, if applicable, provide the required information)

Joint Debtor has a Social Security Number and it is: ___ - ___ - _____
(If more than one, state all)

Joint Debtor does not have a Social Security Number.

I declare under penalty of perjury that the foregoing is true and correct.

X _____
Signature of Debtor Date

X _____
Signature of Joint Debtor Date

Joint debtors must provide information for both spouses.

Penalty for making a false statement. Fine of up to \$250,000 or up to 5 years imprisonment or both. 18 U.S.C. § 152 and 3571.

Creating Portable Document Format (PDF) Files

There are two ways to convert documents into PDF (Portable Document Format) files. They can be created from documents that are in a word processing format, or they can be created utilizing scanning equipment and Adobe Acrobat software. This module will guide you through the process of converting a word processing document to PDF format. Since there are various brands of scanning equipment used by many attorneys, we can only refer you to your equipment user's guide and Adobe Acrobat manual for further instructions when converting to PDF by scanning the document.

Converting Word Processing Documents to PDF Format

(Note: This example demonstrates the process using WordPerfect. However, if you have MS Word, you may apply the same steps provided below)

STEP 1 Type document in word processing; save to hard drive.

STEP 2 With the document open on the screen, click on **File** from the drop down menu and select the **Print** option.

STEP 3 The **Print** dialog box displays.

- ◆ Click on the down arrow ▼ to the right of **Current printer:** field. Note: In MS Word, you would click on the down arrow ▼ to the right of **Name:** within the Printer dialog box.

STEP 4 A list of available printers displays.

- ◆ Click to highlight and select the **Acrobat PDF Writer** printer.
- ◆ Click the **[Print]** button to create the PDF formatted document.

Note: The file will not actually print out; instead the document will be translated into PDF format.

STEP 5 The **PDF File Save As** dialog box displays.

- ◆ Navigate to the appropriate folder (directory) chosen for saving the PDF image.
- ◆ Click inside the **File name:** box and type the name chosen for the image.
Note: The *.pdf* extension will automatically be added to the filename you type. (*i.e., if you name your file: hallmotn, the file will be saved with the name: hallmotn.pdf*).
- ◆ Click the **[Save]** button.

Important:

An Adobe PDF image file has now been created, and will be associated with the docket event during the docketing process.

The PDF image cannot be viewed or altered in the word processing program. You will, however, be able to view the image during docketing to assure that you are associating the correct image with the docket event.

The original text document remains on your hard drive as originally saved.

If you need to make changes to a document that has already been turned into an image (but not yet docketed), delete the incorrect PDF image file. Re-open the text document in word processing and make the necessary changes. Save the corrected text document and then re-create the PDF image file.

