

**UNITED STATES BANKRUPTCY COURT**  
EASTERN DISTRICT OF MISSOURI  
THOMAS F. EAGLETON U.S. COURTHOUSE  
111 SOUTH TENTH STREET - SEVENTH FLOOR SOUTH  
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[www.moeb.uscourts.gov](http://www.moeb.uscourts.gov)

**JAMES J. BARTA**  
CHIEF JUDGE

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CM/ECF  
August 11, 2004

Dear CM/ECF User, Registrant, Participant, or Licensee:

This communication contains information about the CM/ECF system. Although this information is posted on the Court's website ([www.moeb.uscourts.gov](http://www.moeb.uscourts.gov)), I will continue to periodically distribute this digest of the information that may have immediate value for your practice.

**B21 FORMS.** As of December 1, 2003, all debtors are to submit a Social Security Number Verification Form, more commonly described as the B21 Form (Official Form B21). This form is not to be *filed*, because it does not become a part of the Court's record that is available to the public. Rather, the completed form is to be submitted via e-mail as a PDF document to a non-public folder that is reserved exclusively for such documents. This requirement has not been satisfied if the form is *filed* in the main file or in an adversary proceeding file. Similarly, the system will not process the form as a B21 submission if it is *filed* as an attachment or an exhibit to another document. A detailed explanation of the B21 procedure, and a brief history of the underlying rules, is available at the Court's website at the following address: [http://www.moeb.uscourts.gov/cmecf/pdfs/rules\\_amend2003.pdf](http://www.moeb.uscourts.gov/cmecf/pdfs/rules_amend2003.pdf). The e-mail address for submission of the completed B21 form is:

[B21@moeb.uscourts.gov](mailto:B21@moeb.uscourts.gov)

If requested, a receipt of submission will be generated. The dated receipt is then available for inclusion with a response to an order to show cause if the original submission is somehow corrupted or misdirected.

**ATTACHMENTS.** Local Bankruptcy Rule 9040-1 provides that, except as set out at L.B.R.9040-1 B, exhibits are not to be filed with any motion, pleading or claim. Instead, an Exhibit Summary (Local Form 9) is to be attached. If the exhibit is two pages or less, it may be filed with the motion, pleading or claim as an attachment. Consistent with our standards for Accuracy and Correctness, if a motion, pleading or claim states that an attachment of two pages or less is attached, please verify that when the document is filed, the attachment is in fact attached.

**PROPOSED ORDERS.** L.B.R. 9050-1 requires that a proposed order be submitted at the time of filing any motion, application, pleading, or other request for relief, except for orders from the Chapter 13 trustee and orders on Negative Notice. The Rule also describes the content of proposed orders, including the requirement that the end of each order must contain a blank signature line and date line for the judge. It must be emphasized that the space above the signature line should not contain the symbol "/s/" or the printed name of the judge whose signature is required. Proposed orders bearing the "/s/" symbol or the judge's name above the

signature line may result in delayed processing, and in some cases, are returned to the sender without being entered by the Court.

**ENTRY OF APPEARANCE.** L.B.R. 9010-1 deals generally with the entry of appearance and participation by an attorney in a bankruptcy case. If an attorney is entering an appearance on behalf of a debtor, either for the first time or as substitute counsel when debtor's original attorney withdraws, additional documents are required.

1. A Disclosure of Compensation is required in cases under all chapters. L.B.R. 2016-1 A; Official Procedural Form B 203.
2. Except in certain limited situations in Chapter 13 cases, a fee application must be filed if debtor's counsel is requesting compensation from or through the bankruptcy estate. L.B.R. 2016-1, 2016-2, 2016-3, and 2016-4.
3. A Fee Election Form must be filed in all Chapter 13 cases. L.B.R. 2016-3; Local Form 6.

**INTERNET CREDIT/DEBIT CARD MODULE.** Effective September 1, 2004, all filing fees must be paid through the CM/ECF system via either a credit card or a PINless debit card. An instruction manual providing detailed information about the on-line credit/debit card module is posted on the Court's website at the following address:

<http://www.moeb.uscourts.gov/whatsnew.htm>