

**UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN**

In the Matter of:

MANDATORY
ELECTRONIC CASE FILING

ADMINISTRATIVE ORDER 2004-06
(Mandatory Electronic Filing)

THE COURT FINDS that:

Federal Rules of Bankruptcy Procedure 5005(a)(2), 7005, 9029, 9036, and Local Bankruptcy Rule 5005-1(b) authorize this Court to establish practices and procedures for filing, signing, maintaining and verifying pleadings and papers by electronic means; and

On February 3, 2004, by Administrative Order 2004-2, the Court established Administrative Procedures for the Electronic Filing, Signing, Verification and Service of Documents, and authorized that amendments thereto may be entered periodically;

NOW, THEREFORE, IT IS ORDERED as follows:

Effective **January 1, 2005**, all petitions, pleadings and other papers filed in all cases and proceedings, whether pending or new, shall be filed electronically according to the procedures established by the Court. Petitions, pleadings and/or other papers filed by conventional means (via paper), shall be rejected by the Court pursuant to guidelines referenced in L.B.R. 5005-2. Exceptions to electronic filing are as follows:

1. Parties without legal representation (*pro se* parties) may continue to file all pleadings and other papers by conventional means.
2. Creditors who are not registered Electronic Case Filing users may continue to file all documents by conventional means.
3. Internet Failure – Filers experiencing Internet failure may submit their pleading and/or document on diskette or CD in pdf format along with a “Motion for Leave to File Conventionally”.
4. All documents set forth in section III of the Electronic Case Filing Administrative Procedures Manual, as may be amended from time to time, may be filed conventionally, unless specifically authorized by the Court.
5. Petitions, pleadings and/or other papers filed by conventional means which are accompanied by a Motion for Leave to File Conventionally as to why they are unable to file electronically with a proposed order.

The Clerk of the Court shall post a copy of this Administrative Order in each divisional office and on the Court's website. In addition, the Clerk shall provide a copy of same to the Federal Bar Association (West Michigan Chapter), the State Bar of Michigan Committee on United States Courts, and the *Michigan Lawyer's Weekly*.

Dated: July 14, 2004



Hon. James D. Gregg
Chief Judge, U. S. Bankruptcy Court



Hon. Jo Ann C. Stevenson
U. S. Bankruptcy Court

 7/14/04

Hon. Jeffrey R. Hughes
U. S. Bankruptcy Court