

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF OREGON

**ADMINISTRATIVE PROCEDURES FOR ELECTRONICALLY
FILING CASE DOCUMENTS**

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RECORD OF CHANGES		
Date	Section	Summary of Change
9/28/15	II.B. Registration	Revised per NextGen procedure
9/28/15	III.A.5., Documents Filed on Paper	Deleted list of unclaimed funds/small dividends in anticipation of implementation of an electronic filing solution
9/28/15	III.B., Orders/Judgments	Corrected references to LBR 9021-1
8/8/14	II.B.1 Registration/General	Deleted requirement to submit training application and renumbered section
1/28/13	II.B.1.a. Registration/General	Added “Rule 3002.1 mortgage notices” to list of documents filed by Participants with a limited login.
1/28/13	II.B.3. E-mail Address Maintenance	Added section regarding Participant’s responsibility to keep their e-mail address current. Former II.B.3 and II.B.4 now re-numbered as II.B.4 and II.B.5.
1/28/13	IV.C. Correction.	Replaced “ECF Help Desk” with “court” due to planned elimination of the ECF Help Desk.
1/28/13	V.A. General.	Changed “clerk will not compare data” to “may” not compare data.
12/1/10	II.B.1. Registration	Subsections II.B.1.a. and b. rewritten for clarity and accuracy.
12/1/10	II.B.3. Login/Password Security	Section deleted as ECF Release 4 will enforce password requirements and changes.
12/1/10	II.B.4. and 5. Withdrawal Request and Suspension	Sections renumbered in light of deletion of Section II.B.3. Requirement for Clerk to remove inactivated ECF Participants from electronic service lists deleted as ECF system does so automatically.
12/1/10	III.A.2.a. Definition of “PDF”	Reference to LBR 9009-1(cc) corrected to LBR 9001-1(ff).

12/1/10	III.A.2.c. - f. Fonts/File Size/DPI/Color Re PDF Documents	Replaces exclusive list of allowed fonts with recommended embedded fonts. Eliminates maximum file size as this is available in and enforced by ECF. Eliminates dpi (dots per inch) maximum. Eliminates prohibition on color within documents.
12/1/10	III.A.3. Title of Docket Entries	Deleted as unnecessary. Choice of ECF event determines title for docket entry.
12/1/10	III.A.4. Exhibits/Attachments	Sections renumbered in light of deletion of Section III.A.3. and reworded for clarity.
12/1/10	III.A.5. Documents to be filed Conventionally on Paper	Added exception to allow for electronic filing if specifically authorized by Court.
12/1/10	III.B.3. Format for Electronic Submission of Orders and Judgments	Subsections containing formatting requirements deleted, but reference to LBR 9021-1(a)(3) added.
12/1/10	III.B.5. Electronically Filed Stipulation Intended to Delay/Stop Entry of Imminent Court Order	Subsections containing instructions deleted, but reference to LBR 9021-1(a)(3)(C)(ii) added.
10/7/08	V. Data Required to be Entered into ECF by Participant	ECF filers are responsible for the entry and accuracy of data required to be entered in ECF. They must promptly correct any error and notify all interested parties.
7/4/08	I. General.	Added reference to LBR 5005-4.
7/4/08	II.B.2., Activation	Deleted reference to initial (training) login/password.
7/4/08	III.A.2. Portable Document Format (PDF) Documents.	III.A.2.a. Expanded definition of "PDF". III.A.2.b. Updated LBR reference. III.A.2.c. Added requirement for TrueType fonts.
7/4/08	III.A.6. Documents to be Filed on Paper.	Removed LBF #1307 , #1365 , and #1378 from the list of documents that must be filed conventionally on paper.
7/4/08	III.A.8. Adversary Proceeding Coversheet.	Updated LBR reference.
7/4/08	III.B.3.b. Proposed orders/judgments	Clarifies placement of the three pound signs (###) designating the end of the body of an order/judgment.

7/4/08	III.B.5., Electronically Filed Stipulation Intended to Delay/Stop Entry of an Imminent Court Order	Clarifies that in order to stop/delay entry of an imminent order, the e-filer <u>must</u> file the stipulation using the event that would have been used if no stipulation had been reached, and also submit the same PDF using Upload Order on Previously Filed Motion or Document.
7/4/08	IV.A. Electronic Documents Filed in Error	Updated LBR reference.
12/8/06	III.A.5., Documents to be Filed Under Seal	Documents filed under seal shall be electronically filed.
12/8/06	III.A.8., Adversary Proceeding Cover Sheet	The cover sheet should not be filed electronically but may be used in the filer's office as a data entry aid.
12/8/06	III.B.3.b., Orders/Judgments	For a stipulated order, the stipulation language should only be placed after the 3 pound signs (###).
12/8/06	III.B.3.d., Orders/Judgments	Parties who will be served electronically as well as those requiring conventional service must be listed.
12/8/06	III.B.5., Stipulation Intended to Delay/Stop Entry of an Imminent Court Order	When filing a stipulated order to stop the entry of a imminent court order (e.g., discharge), it is necessary to first file it using the event that would have been used had the stipulation not been reached (e.g., motion to delay discharge), and then upload the same pdf using "Upload Order on Previously Filed Motion".

**ADMINISTRATIVE PROCEDURES FOR ELECTRONICALLY
FILING CASE DOCUMENTS**

I. These procedures apply to the electronic filing of documents in the court's Electronic Case File (ECF) system. They augment, and are to be used in conjunction with, each applicable Local Bankruptcy Rule (LBR), and Local Bankruptcy Form (LBF) adopted by this court, and control in case of any conflict. For the purposes of ECF, and these procedures, the term "file", and all derivations thereof, shall apply to all documents submitted to the court for any purpose. Also see LBR 5005-4.

II. REGISTRATION FOR USE OF THE COURT'S ELECTRONIC CASE FILE (ECF) SYSTEM.

II.A. Participants. Each attorney admitted to practice in this court and currently in good standing, and trustees and creditors, shall be eligible to request a login for the ECF system to permit the person to participate in the electronic filing and service of documents in accordance with these procedures. Other parties may also be eligible to request a login for possible ECF participation upon approval of the chief bankruptcy judge.

II.B. Registration.

II.B.1. General. To request a login, each applicant for ECF participation must obtain a PACER account and then register through PACER for the appropriate type of user access.

II.B.2. Activation. The clerk's office will review e-filing registrations. Upon activation, an email will automatically be sent to the Participant.

II.B.3. E-mail Address Maintenance. It is the Participant's responsibility to keep their e-mail address up to date.

II.B.4. Withdrawal Request. A registered Participant may request to withdraw from participation in ECF by filing a written request including the specific reason(s) therefor. If approved by the court, the clerk's office will withdraw the registered Participant from ECF and deactivate the Participant's login.

II.B.5. Suspension. After notice and such opportunity for hearing as is appropriate, the court may suspend a Participant from the ECF system for cause. This suspension shall be effective upon the entry of the court's order. Upon entry of a suspension order, the clerk's office will withdraw the registered Participant from ECF and deactivate the Participant's login.

III. FILING OF DOCUMENTS.

III.A. Filing.

III.A.1. General. Participants with a login activated for ECF use shall effect all filings electronically using the Internet and the ECF system per these Administrative Procedures, the most current version of this court's Style Guide for Electronically Filing Case Documents ([LBF #125.5](#)), and all applicable GOs and LBRs, unless otherwise provided.

III.A.2. Portable Document Format (PDF) Documents. The following apply to all documents, and exhibits thereto, filed electronically using ECF:

III.A.2.a. Each must be filed as a text-based PDF file, except as otherwise provided in an LBR and these Administrative Procedures. Per LBR 9001-1(ff), "PDF" means text-based Portable Document Format (*i.e.*, the PDF may not be created by scanning a paper document, even if the scanning process produces it in a text-searchable format, unless the original document could not be electronically created by, or a version electronically created by a third party could not be accessed by, the party filer). Before filing, a scanned document must be verified as legible.

III.A.2.b. No text or formatting provided by the court in a local bankruptcy form (LBF) may be altered in any way (See LBR 9009-1).

III.A.2.c. Embedded fonts are recommended within a pdf document. Supported fonts include, but are not limited to:

Courier (Regular, Bold, Oblique, and Bold Oblique) Helvetica (Regular, Bold, Oblique, and Bold Oblique) Arial (Regular, Bold, Italic, and Bold Italic) Times (Regular, Bold, Italic, and Bold Italic) Times New Roman (Regular, Bold, Italic, and Bold Italic) Symbol ZapfDingbats.

III.A.3. Exhibits/Attachments.

III.A.3.a. Pleadings. All documents that form part of an electronically filed pleading (e.g., Responses filed together with a Notice of Hearing, exhibits, etc.) shall be filed as a single document, under one docket entry, except to comply with maximum file size requirements or if otherwise instructed by the court.

III.A.3.b. Trial Lists and Memoranda. All witness and exhibit lists, and trial memoranda, shall be electronically filed using ECF.

III.A.3.c. Trial/Hearing Exhibits. Exhibits to be offered into evidence at trials and evidentiary hearings shall be submitted conventionally in accordance with other existing rules and orders.

III.A.4. Documents to be Filed Under Seal. Participants shall electronically file a motion to file document(s) under seal. If granted, the document(s) filed under seal shall

be electronically filed using the designated ECF menu item (i.e., Sealed Document).

III.A.5. Documents to be Filed Conventionally on Paper. Unless specifically authorized by the court, the following documents must be filed conventionally on paper: Petition/Order Re: Unclaimed Funds ([LBF #391](#)) and any debtor's petition submitted with a rent deposit for cure per [§362\(D\)\(1\)](#).

III.A.6. Irrelevant Documents. Participants must not file irrelevant documents (e.g., cover/transmittal memos or letters, blank Notice of Hearing forms attached to another form such as a Notice of Motion, a separate original Notice of Motion attached to a Response with a Notice of Hearing).

III.A.7. Adversary Proceeding Cover sheet. An Adversary Proceeding cover sheet should not be filed with an electronically filed complaint per LBR 7001-1(b)(2). However, the cover sheet may be used within the filer's office as a data entry aid.

III.B. Orders/Judgments. All proposed orders and judgments, unless otherwise provided (e.g., III.A.5), must be submitted electronically as set forth in this Pt. III.B.

III.B.1. An application or motion must be entered on the docket prior to submitting the order/judgment electronically unless the order or judgment is stipulated.

III.B.2. **DO NOT SUBMIT A PROPOSED ORDER OR JUDGMENT TO THE COURT UNLESS IT IS TIMELY TO DO SO (see LBR 9021-1(b)).**

III.B.3. All orders/judgments submitted electronically must conform to the formatting requirements of LBR 9021-1(b)(5).

III.B.4. When a Participant seeks the entry of an emergency order, such as an order shortening time or order to show cause through the ECF system, the Participant must immediately notify the chambers of the presiding judge after filing the expedited matter.

III.B.5. An electronically filed stipulated order/judgment that is being submitted in an attempt to delay or stop the automatic and immediate entry of an imminent court order upon the expiration of pending deadlines for such entry must comply with the requirements set forth in LBR 9021-1(b)(5)(C)(ii).

IV. ELECTRONIC DOCUMENTS FILED IN ERROR.

IV.A. General. Once a document is electronically entered into the ECF system, it becomes part of the permanent case record (See LBR 5005-4).

IV.B. Causes. A document incorrectly filed in a case may be a result of a number of things such as attaching the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or entering the wrong case number, and not catching the error before the transaction is completed.

IV.C. Correction. Immediately call the court after an error is discovered. Be certain to have the case number and the document name/number for which the correction is being requested. If appropriate, the court will make an entry indicating the document was filed in error. You will be advised *if* you need to refile the document. The system will not permit you to make changes to the document(s) or docket entry filed in error once the transaction has been accepted. **DO NOT REFILE THE DOCUMENT UNLESS YOU INITIALLY FILED IT IN THE WRONG CASE, OR YOU ARE ADVISED TO DO SO BY THE COURT!**

V. DATA REQUIRED TO BE ENTERED INTO ECF BY PARTICIPANT.

V.A. General. The ECF Participant that files a PDF document is solely responsible for the entry, and accuracy, of any data on that document that is also required to be entered in ECF. The clerk may not compare data provided on an electronically filed PDF document (e.g., petition, creditor list/schedule, proof of claim) with data from that document which is required to be entered into ECF by the filing Participant.

V.B. Correction. An ECF Participant that enters data into ECF in error must promptly correct the error and take all steps necessary to notify interested parties of this action (e.g., serve and refile the petition using the Amended Petition event if the case was opened, but all other names used by the debtor that were listed on the petition were not entered into ECF when the case was filed).