UNITED STATES BANKRUPTCY COURT
DISTRICT OF OREGON

ADMINISTRATIVE PROCEDURES FOR SUBMITTING CASE DOCUMENTS USING THE COURT'S ELECTRONIC CASE FILES SYSTEM (ECF)

Introduction

These procedures apply to the electronic submission of documents in the court's Electronic Case Files (ECF) system. They supplement Local Bankruptcy Rules (LBRs) and instructions in Local Bankruptcy Forms (LBFs).

"Submit" means to lodge a proposed order or judgment or to file another document.

ECF registration

1. Registration application

   A. Use the PACER system (https://pacer.uscourts.gov) to apply for assignment of a login and password to submit documents electronically by ECF.

   B. An email will be sent to the applicant upon activation of the login or denial of the application.

   C. See the contact lists for the Eugene and Portland offices on the court's website (www.orb.uscourts.gov) for court staff to contact with questions about ECF registration and training.

2. Participants

   A. The clerk will issue an ECF login and password to an applicant who is—

      i. an attorney admitted to practice before the district court of this district,

      ii. a specially admitted attorney (e-filing privileges in this scenario will be limited to a single case),

      iii. a standing or case trustee serving in a case in this district or appointed to a panel for this district,

      iv. a regional U.S. trustee or employee of the U.S. Trustee Program, or

      v. a creditor or equity security holder in a case in this district.

   B. The application of any other person will be considered by the chief bankruptcy judge.

3. The participant must keep the participant's email address current.

4. To withdraw ECF registration, a participant must submit a deactivation request through PACER.

Submission of documents

5. General

   A. Portable Document Format (PDF)

      i. Except as provided in LBR 4001-1(d), each document must be submitted as a PDF.

      ii. A PDF may not be created by scanning a paper document—even if scanning makes the PDF text-searchable—unless the submitter cannot otherwise create a PDF of the document.

      iii. Before submission, the submitter must verify that a scanned document is legible.

   B. An adversary proceeding cover sheet must not be filed with an electronically filed complaint.

6. Exhibits and attachments

   A. Documents other than trial exhibits:

      All documents other than trial exhibits (for example, exhibits to a pleading and a response filed with a notice of hearing) must be combined into a single PDF and filed as a single document under one docket entry except to comply with maximum file-size requirements or if otherwise instructed by the court.

   B. Trial exhibits:

      All exhibit lists and exhibits to be offered in evidence at a hearing or trial must be electronically filed using the *Exhibit List and Exhibits for Hearing or Trial* ECF event (under the *Miscellaneous* menu). Multiple trial exhibits may be combined as a single PDF. See LBR 9017-1(b) for exhibit labeling. Bookmarking documents in a single PDF is encouraged.

Electronic Documents Filed in Error

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

8. Correcting Errors

   A. Immediately call the court after an error is discovered and have the case or adversary proceeding number and the document name and number for which the correction is being requested.

   B. Refile an erroneously filed document only if it was initially filed in the wrong case or adversary proceeding or the court instructs you to refile it.

   C. ECF will not permit participants to make changes to the document or docket entry once the transaction has been accepted. If appropriate, the court will indicate on the docket that a document was filed in error.

Data Required to be Entered into ECF by Participant

9. The participant who files a 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 will not compare data provided on an electronically filed document with data from that document which is required to be entered into ECF by the filer.

10. A participant who enters data into ECF incorrectly must notify the court and take all steps necessary to notify interested parties of the error (for example, if hearing information in a notice was incorrect, notify recipients of the notice to inform them of the error).