

1 UNITED STATES BANKRUPTCY COURT
2 WESTERN DISTRICT OF WASHINGTON

3 In re)
4 PROVISIONS FOR) BANKRUPTCY GENERAL ORDER
5 ELECTRONIC CASE FILING) NO. 3
6 (ECF))
_____)

7 Federal Rules of Civil Procedure 5(e) and 83 and Federal Rules of Bankruptcy Procedure
8 5005(a)(2), 9011, and 9029 authorize this Court to establish practices and procedures for the filing,
9 signing, and verification of pleadings and papers by electronic means; and, therefore,

10 IT IS ORDERED that:

- 11 1. The document attached as Exhibit A (Administrative Procedures for Filing, Signing and Verifying
12 Pleadings and Papers by Electronic Means dated May 1, 2001 and at times referred to as
13 “Electronic Filing Procedures”) is hereby approved by the Court.
- 14 2. No participant shall permit his/her password to be utilized by anyone other than an authorized
15 employee of his/her office.
- 16 3. Only the participant or an authorized employee of the participant’s office may use the participant’s
17 password.
- 18 4. a. The electronic filing of a petition, pleading, motion or other paper by the participant or an
19 authorized employee of the participant’s office in the ECF System shall constitute the signature of
20 that participant under Fed.R.Bankr.P. 9011.
21 b. The signature of the debtor(s) authorizing the electronic filing of the bankruptcy case shall be
22 accomplished by conventionally filing an original, executed *DECLARATION RE:*
23 *ELECTRONIC FILING*, Local Rules W.D. Wash. Bankr. form 6 within 5 business days of the
24 electronic filing of the petition.
25 c. If the debtor is unable to pay the filing fee except in installments, and if the petition is filed
26 electronically or the debtor’s attorney is a participant in the ECF System, the debtor must
27 electronically file an Application to Pay Filing Fees in Installments (Official Form 3) at the time of
28 the filing of the petition. In addition, the debtor and the attorney for debtor, where applicable,

1 must sign the Application to Pay Filing Fees in Installments, of the *DECLARATION RE:*
2 *ELECTRONIC FILING*, Local Rules W.D. Wash. Bankr. form 6.

3 5. The electronic filing of a pleading or other paper in accordance with the Electronic Filing
4 Procedures shall constitute entry of that pleading or other paper on the docket kept by the Clerk
5 of the Court under Fed.R.Bankr.P. 5003.

6 6. The Court shall enter all orders, decrees, judgments, and proceedings of the Court in accordance
7 with the Electronic Filing Procedures, which shall constitute entry of the order, decree, judgment,
8 or proceeding on the docket kept by the Clerk of the Court.

9 7. Participation in the ECF System by receipt of a password from the Clerk of the Court shall
10 constitute consent to the electronic service of pleadings and other papers as set forth in paragraphs
11 8(a) and 8(b) of this Order.

12 8. a. Whenever a pleading or other paper is filed electronically in accordance with the Electronic
13 Filing Procedures, the filing party will be automatically sent a Notice of Electronic Filing by
14 electronic means at the time of docketing. All other parties in the case who are ECF participants
15 will be sent the Notice of Electronic Filing by electronic means either at the time of filing or on a
16 daily basis.

17 b. If the recipient of a Notice of Electronic Filing is a participant in the ECF System, service by
18 electronic means of the Notice of Electronic Filing shall be the equivalent of service of the
19 pleadings by delivery.

20 c. The filing party shall serve the pleading or other paper upon all non-participants entitled to
21 notice or service in accordance with the applicable rules.

22 9. In conjunction with the transition to electronic filing, Local Rule W.D. Wash. Bankr. 2083-1 is
23 hereby *repealed*. All proofs of claim must be filed with the Clerk of the Court; the Chapter 13
24 Trustees shall promptly forward to the Clerk of the Court any proofs of claim received pursuant
25 to the repealed rule, Local Rule W.D. Wash. Bankr. 2083-1.

26 10. The original of this order shall be posted on the Court's website and maintained conventionally
27 with the Clerk of the Court.
28

1 11. This order shall take effect on Monday, May 21, 2001.

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4 Thomas T. Glover
THOMAS T. GLOVER
Chief Judge, U.S. Bankruptcy Court

Samuel J. Steiner
SAMUEL J. STEINER
Judge, U.S. Bankruptcy Court

6
7 Philip H. Brandt
PHILIP H. BRANDT
Judge, U.S. Bankruptcy Court

Karen A. Overstreet
KAREN A. OVERSTREET
Judge, U.S. Bankruptcy Court

9
10 Paul B. Snyder
PAUL B. SNYDER
Judge, U.S. Bankruptcy Court