NOTICE OF ADMINISTRATIVE PROCEDURES FOR MANDATORY ELECTRONIC FILING

March 27, 2003

On January 2, 2002, our Court went "LIVE" on the CM/ECF (Case Management/Electronic Case Filing) system. For the first few months, our staff scanned and filed all of your documents electronically. Immediately thereafter, we began training our external users (attorneys and trustees) and after a little more than one year on the CM/ECF system, we have approximately 32% of all pleadings filed electronically, by external users! Currently, we have 372 registered users! We want to thank all of you who are moving forward with us, and a special thanks to those pioneers who worked diligently to complete the training early on during the conversion process. To continue to enhance the benefits of the ECF system, effective March 31, 2003, the Court moved to the next stage in the ECF system; "mandatory" electronic filing. The mandatary electronic filing requirements require all filers (except those not represented by an attorney) to submit all pleadings or documents via the ECF system or in the alternative, on a diskette or CD.

Therefore, except as otherwise provided in General Order 02-01 and the *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means*, all pleadings and documents filed with the court must be filed electronically or in the alternative, on a diskette or CD. All pleadings or documents filed in an unauthorized manner may be scheduled for a show cause hearing in front of the presiding Judge.

Procedures to Gain Electronic Access to the Court's ECF System:.

To obtain the required electronic filing access, all filers must attend the Court's ECF (Electronic Case Filing) Training and complete the assigned connectivity exercises. The failure to adequately prepare for the mandatary electronic filing requirements or the failure to attend the required ECF training may not be allowed as a "reason" for counsel's failure to follow the mandatory electronic filing guidelines as set forth.

To schedule your attendance at an ECF training session in Lincoln or Omaha, please view the Court's web page at www.neb.uscourts.gov .

Procedures for filing Pleadings or Documents on a Diskette or CD:

- Prepare your pleadings or documents using your word processing software. Depending on your particular word processing software, you may have the ability to save the document as a .pdf (Portable Document Format) file. All pleadings/documents filed with the court must be saved as .pdf file with the exception of the creditor matrix. Any filer submitting pleadings incorrectly via a diskette or CD will receive appropriate guidance to conform to the procedures established therein.

- A creditor matrix which is filed with a voluntary petition must be saved as a .txt (ASCII DOS Text) file. Instructions for saving a document as a .pdf or .txt file can be downloaded from the Court's web page at www.neb.uscourts.gov.

- Pleadings or documents saved on a diskette and CD will be deemed "filed" as of the date the diskette or CD is received by the court. All diskettes and CDs submitted to the court are virus scanned. **Any pleading or document saved on a diskette or CD containing a computer virus will not be filed.**

- More than one pleading or document may be saved to a diskette or CD.

- An index listing the file names of the pleadings saved on the respective CD or diskette must accompany the diskette or CD presented for filing. The index must be submitted as an individual file saved to the diskette or CD.

- All pleadings or documents saved to a diskette or CD must be saved using the naming convention shown on page two of this notice.

Naming .PDF Pleadings or Documents

The maximum # of characters for a file name will be 20, not including the extension.

- Do not use dashes or hyphens in your file names

- The case number (with no dashes) will be the first part of the file name: i.e. **9980062**

- The pleading will be abbreviated by a code and be the second part of the file name: i.e. 9980062**mot**
  i.e. objection=obj, motion=mot (other events following in the document naming list)

- When filing a new voluntary petition, the last name of the debtor(s) will take the place of the case number, followed by the standard abbreviation for voluntary petition=vp: i.e. Johnson**vp** The last name of the debtor(s) will also be used when naming a creditors matrix=mtx: i.e. Johnson**mtx**

- The current date will be the field following the pleading type: i.e. **9980062mot0829**
  no slash or hyphen will be used in the date
  use leading zeros: i.e. 0105 for January 5

- If there is more than one of the same type of pleading filed per case for the day, the .pdf file will need to reflect this, to eliminate confusion. When a second pleading is filed for the day, in a particular case, it will have an "a" after it, the third will have a "b" and so on. The first pleading will not have any letter following it: i.e. **9980062mot0829, 9980062mot0829a, 9980062mot0829b**

Document Naming List

Administrative Order	ao	Notice	not
Adversary Complaint	ac	Objection	obj
Affidavit	aff	Objection to Claim	oc
Alias Summons	as	Objection to Exemption	oe
Amended	ame	Operating Report	or
(any pleading beginning with Amended)		Order	ord
Answer	ans	Plan (all chapters)	pla
Appeal (Related Pleadings)	app	Preliminary Pretrial Notice	ppn
Application	appl	Preliminary Pretrial Statement	pps
Appointment of Creditors Committee	acc	Proof of Claim	pc
BAP (Related Pleadings)	bap	Proof of Payment	pp
Brief	bri	Reaffirmation Agreement	ra
Certificate of Mailing	cm	Request for Hearing	rh
Certificate of Service	cs	Request for Notice	rn
Comment of the Trustee	ct	Resistance / Response	res
Disclosure Statement	ds	Schedules and Statement of Affairs	ssa
Document	doc	Status Report	sr
Final Decree	fd	Stipulation	sti
First Meeting	fm	Summons (related pleadings	sum
Interrogatories	int	Trustee (pleadings filed by Trustee)	tru
Journal Entry	je	Voluntary Petition	vp
Judgment	jud	Withdrawal	wit
Matrix	mtx	Withdrawal of Claim	wc
Memorandum Opinion	mo		
Motion	mot	Miscellaneous/Other Pleadings use:	doc