

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF NORTH DAKOTA**

QUENTIN N. BURDICK, UNITED STATES COURTHOUSE
FARGO, NORTH DAKOTA 58107

ELLEN A. JOHANSON
CLERK
JIM SNYDER
SYSTEMS MANAGER

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DATE: August 5, 2004

TO: Bankruptcy Attorneys

FROM: Jim Snyder, Systems Manager

RE: General Orders

Attached hereto are two General Orders regarding CM/ECF and an Amended General Order pertaining to the clerk's authority to refuse certain documents for filing. Also attached are the CM/ECF Administrative Procedures. This memorandum briefly summarizes each of the attached documents.

ECF General Order:

Allows ECF Filing and adopts the CM/ECF Administrative Procedures, effective 8/2/04.

CM/ECF Administrative Procedures:

1. All cases filed, opened or reopened are assigned to the ECF system as of 8/2/04. The ECF file is the official case filed on that date.
2. A Filing User is required to file all documents via the ECF system.
3. A Filing User waives service by mail or personal service, except where prohibited by rule.
4. The Notice of Electronic Filing constitutes the filing of the document.
5. If filing electronically, any fees are to be received within 3 days.
6. Proposed orders will no longer be required to be served on parties with a motion unless directed by the court.
7. No attachments will be filed with Proof of Claims (conventionally filed or electronically filed).
8. Original signed documents must be retained for six years after case closing.
9. The login and password constitute the signature of the Filing User.
10. Certificates of Service must include all parties being served and indicate how service was accomplished; by electronic, mail or personal service.

General Order on Submission of Mailing List

Creditor Matrices for cases not filed electronically **must** be submitted on a diskette or e-mailed.

Amended General Order

Amended only to add Section A.4., wherein the clerk's office must reject a petition if the Statement of Social Security is not filed.