

UNITED STATES BANKRUPTCY COURT

OFFICE OF THE CLERK
EASTERN AND WESTERN DISTRICTS OF ARKANSAS
300 WEST 2ND STREET
P.O. BOX 3777
LITTLE ROCK, ARKANSAS 72203-3777
(501) 918-5500
FAX (501) 918-5520

DIVISIONAL OFFICE:
Federal Bldg., Room 316
35 E. Mountain St.
P.O. Box 3097
Fayetteville, AR 72702
(501) 582-9800
FAX (501) 582-9825

JEAN ELIZABETH ROLFS
Clerk

NOTICE

TO: Attorneys Practicing in the U.S. Bankruptcy Court
Eastern and Western Districts of Arkansas

FROM: Jean Rolfs, Clerk of Court

DATE: December 23, 2002

RE: January 1, 2003 Implementation of Electronic Case Filing (ECF)

The December 31, 2002, cut-off for filing paper documents with the U.S. Bankruptcy Court for the Eastern and Western Districts is fast approaching. Since we began offering ECF training in June, 2002 in preparation for all electronic filing, more than 300 attorneys have attended ECF training and are filing electronic documents over the internet.

On October 31, 2002, General Order 23 was noticed out to the bar, establishing December 31, 2002, as the deadline for filing paper documents (including proofs of claim filed by an attorney) in this court. General Order 23 stated, **“Attorneys filing pleadings and/or documents via paper after that date will be issued an Order to Show Cause as to why they cannot file electronically, and will be requested to appear before this Court.”**

The Judges will sit *en banc* for the Order to Show Cause hearings.

An Affidavit and Request to File has been added to our website at www.arb.uscourts.gov/forms/affidavitandrequest.pdf to accommodate attorneys who are unable to file in the ECF system due to Internet failure. A facsimile copy may be requested by calling 501-918-5500. These affidavits must be submitted along with a diskette/CD containing the pleading/document in PDF format.

Attorneys/Attorneys' staff scheduled for ECF training and attorneys/attorneys' staff who have attended ECF training within the past 45 days and have not yet been certified will not be issued an Order to Show Cause. Those attorneys should, however, submit pleadings on diskette/CD in PDF format.

If you would like to register for an ECF training class, please see our web site at www.arb.uscourts.gov/CM-ECF/gettingstarted/getstart.htm for registration information. If you have any other questions please contact our ECF Help Desk at 501-918-5590.