

UNITED STATES BANKRUPTCY COURT

Eastern and Western Districts of Arkansas

LOCAL RULE 5005-4

Electronic Filing

All pleadings and documents required to be filed with the Court shall be electronically filed. Electronic filing shall mean filed over the internet using the Court's Electronic Case ("ECF") System. Orders submitted in open court shall be announced and then e-mailed in Portable Document Format ("**PDF format**").

The Court adopts the *Administrative Procedures for Electronically Filed Cases and Related Documents* as the rules governing filing by electronic means and governing the ECF system for this Court. A document filed by electronic means in compliance with these rules constitutes a written paper for the purpose of applying all Local Rules, Standing Orders, the Federal Rules of Bankruptcy Procedure, and 11 U.S.C. § 107.

Exceptions to this required procedure for electronically filing documents and pleadings include:

- (1) Documents under seal.
- (2) Pleadings and/or documents submitted by parties without legal representation.
- (3) Proofs of Claim filed by a creditor who is not a registered user of ECF.
- (4) Filer's Internet failure.

Filers experiencing Internet failure shall submit a pleading and/or document on diskette or CD in PDF format with an "Affidavit and Request to File" attached. A sample Affidavit can be found on the Court's website. The Clerk's Office will electronically file the pleading and/or document on behalf of the filer.

- (5) Court's Internet failure.

If a filer attempts to electronically file a pleading and/or document but cannot do so because ECF is not accessible, the filer should consult the *Administrative Procedures for Electronically Filed Cases and Related Documents* for guidance.

(6) Waiver Granted by Chief Judge.

Upon a written request by a party demonstrating adequate grounds, the Chief Judge may waive the requirement for electronic filing and/or any rule contained in the *Administrative Procedures for Electronically Filed Cases and Related Documents*.

Filers filing pleadings and/or documents via paper, who do not fall under one of the exemptions listed above, will be issued an Order to Show Cause why they cannot file electronically, and will be requested to appear before this Court.

The following information is to be provided at the time of filing a bankruptcy petition or adversary proceeding, whether or not such filing is accomplished by electronic means:

1. Attorneys are to include their complete address, phone number, and state bar number on all filings.
2. All information on the adversary proceeding cover sheet must be filled in completely.

(adopted 1/12/2006)