

**IN THE UNITED STATES BANKRUPTCY COURT FOR
THE EASTERN DISTRICT OF TENNESSEE**

IN RE

**FILERS WHO DO NOT FILE
ELECTRONICALLY**

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No. 05-03

GENERAL ORDER

By General Order entered on April 29, 2005, the court adopted *Administrative Procedures for Electronic Case Filing*, effective May 17, 2005, that establish practices and procedures for signing, filing, maintaining, noticing, and verifying pleadings and other papers by electronic means. On and after May 17, 2005, all documents submitted for filing in this district must be filed electronically by a Registered User, or scanned and uploaded by the clerk into the Electronic Case Filing (ECF) system. Because there will be an interim period between May 17, 2005, and the time when electronic case filing will be made mandatory in this district, it is necessary to enter this General Order for those filers who do not file electronically during this interim period.

Accordingly, it is ORDERED that:

(1) If a filer does not file electronically but instead submits documents to the clerk to be scanned and uploaded into ECF system, the filer must comply with Section VI. B. of the *Administrative Procedures for Electronic Case Filing* that governs format of orders, unless that provision is waived by the court;

(2) If an attorney filer does not file electronically but instead submits documents to the clerk to be scanned and uploaded into the ECF system, the attorney must comply with Section V. A. of *Administrative Procedures for Electronic Case Filing* that governs retention of certain documents that require original signatures;

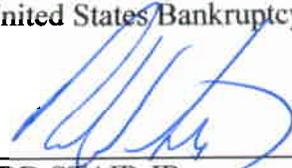


(3) If an attorney submits to the clerk for scanning and uploading into the ECF system documents that the attorney must retain pursuant to Section V. A. of the *Administrative Procedures for Electronic Filing*, the attorney must provide to the clerk a postage prepaid, self-addressed envelope so that the original documents may be returned to the attorney by mail, or, alternatively, the attorney must make other arrangements with the clerk to retrieve the documents; and

(4) Filers who submit exhibits and attachments to the clerk for scanning and uploading into the ECF system may rely on the provisions of Section III. C. of the *Administrative Procedures for Electronic Filing* which encourage filers to submit only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court.



JOHN C. COOK
Chief United States Bankruptcy Judge



RICHARD STAIR JR.
United States Bankruptcy Judge



MARCIA PHILLIPS PARSONS
United States Bankruptcy Judge



R. THOMAS STINNETT
United States Bankruptcy Judge