

**Addendum to CM/ECF Administrative Procedures
Policy Effective August 1, 2015**

Policy Regarding Electronic Filing by Attorneys

In accordance with BLR 5005-6, attorneys admitted to the Bar of this Court are **required** to file documents electronically pursuant to the Court's electronic case filing procedures (CM/ECF Administrative Procedures).

Registration

Information about registration is found on Page 5 of these CM/ECF Administrative Procedures. You may also find instructions for registering to E-File [here](#).

Affidavit of Inability to File Electronically

With regard to Affidavits of Inability to File Electronically submitted pursuant to BLR 5005-6(b)(4), the Chief Bankruptcy Judge has delegated this process to the Clerk of Court. Therefore, such Affidavits should be submitted in writing to the Clerk of Court.

Limited Exceptions to Policy

- Attorneys who file less than five new cases or pleadings within a calendar year.
- Attorneys newly admitted to, or newly practicing in this Court, will be given a grace period of 30 days from their first filing with the Court to register for electronic filing or file an Affidavit pursuant to BLR 5005-6(b)(4).

Documents Not Filed Electronically

Attorneys who qualify for one of the above exceptions to this policy, or attorneys who are currently not required to file electronically pursuant to BLR 5005-6(b)(4), may file documents with the Court using one of the following options:

- 1.) File and scan the paper document into electronic format at scanners available at the public intake area of the Office of the Clerk in the appropriate division during normal business hours.
 - Documents filed in paper format must have the original signature(s) of the attorney, and party if applicable, filing the document.

- or -
- 2.) File document on CD in pdf format accompanied by a Declaration and Request to File document on CD.
 - The Declaration form is on the court's website (www.ganb.uscourts.gov) under Forms, or can be accessed [here](#).

A label must be affixed to the CD that contains (a) the name of the debtor for a voluntary petition, or the case name and number of an existing case; and (b) the name and telephone number of the attorney filing the CD.

Failure to Comply with Policy and CM/ECF Administrative Procedures

Failure to comply with this Policy and the CM/ECF Administrative Procedures will be referred to the Chief Judge and/or Clerk of Court for further action.