

**IMPLEMENTATION OF THE REDUCED PAPER MODULE  
FEBRUARY 20, 2008**

To All CM/ECF Filing Users in the Middle District of Florida, Bankruptcy Court,

Earlier this month you were sent an announcement regarding the elimination of redundant paper notices. To review the announcement, please go to this link on the Court's website.

<http://www.flmb.uscourts.gov/announcements/RPM.pdf>.

Effective March 1, 2008 electronic filers who are parties to cases will no longer receive paper notices and orders mailed from the Court with the exception of the 341 meeting of creditors notice. Pursuant to Administrative Order 2003-4, registration as a filing user constitutes waiver of the right to receive notice by first-class mail and consent to receive notice electronically except with regard to service of a summons and complaint. You will continue to receive Notice of Electronic Filing (NEF) with a link to the notice or order by e-mail.

**Since you will no longer receive duplicate paper notices and orders issued by the Court, it is your responsibility to properly maintain your e-mail accounts in order to receive all electronic notices timely. You must notify the Court immediately of any changes to your contact information. Additionally, it is your responsibility to monitor case activity.**

There are times when the e-mail containing the NEF does not reach the participant. When this occurs, the Court receives an automated response from the server regarding the failure. The Court will attempt to resend the failed e-mail. The following are common problems. Please review now and take the necessary action to help prevent delivery failures in the future.

- **Crowded Inbox:** You must clean your e-mail inboxes regularly to allow room for daily e-mail notification from the Court. If your inbox is full or near capacity, the electronic notices are returned as undeliverable.
- **Spam Blockers:** You must be sure that your e-mail account does not block Court mail as spam. If you are not sure if Court mail is spam blocked, please contact your Internet Service Provider for assistance.
- **Review your Mail Sorting Rules:** If you set up rules for sorting and/or deleting incoming e-mail, now is the time to review your rules. Since you will not receive paper notices, you may need to create new rules or modify rules that currently delete mail.
- **Out of Office Messages:** The Court takes no action when out of office messages provide alternate contact information. It is your responsibility to have someone monitor your electronic notices in your absence.
- **Update/Review your e-mail addresses:** All electronic filers have the ability to modify their e-mail address or add additional e-mail addresses to their user account. It is your responsibility to ensure the correct e-mail addresses are associated with your user account. You **MUST** list a Primary e-mail address. If for some reason you have previously removed your primary e-mail address, you must update your account immediately. To review and/or modify your e-mail address, go to Utilities - under Your Account - select Maintain your ECF Account. Click on Email Information. Review or modify your e-mail addresses as appropriate. On the final submission screen, be sure that **\*\*Update All\*\*** is highlighted.
- **Change of Firm or Address:** If you leave the firm you were with when you became an electronic filer, you must contact the court immediately to update your user account. Please contact the help desk in the office where you received your initial training for further information.