

## NOTICE OF CHANGE IN SERVICE PROCEDURES

Effective May 1, 2013 the Clerk's office of the Middle District of Florida Bankruptcy Court will no longer serve copies of orders to interested parties in a case. With very few exceptions it will be the responsibility of the Movant, the prevailing party or other party as directed by the Court ("Responsible Party") to serve copies of signed orders to interested parties and file a proof of service in compliance with Local Rules 7005-1, 7005-3, 9014-1 and 9072-1 and F.R.B.P. 2002, 5005, 7004 and 7005.

Proposed Orders must include one of these statements:

- For an Attorney : "Attorney [Name of submitting attorney] is directed to serve a copy of this order on interested parties and file a proof of service within 3 days of entry of the order".
- For a Trustee : "Trustee [Name of submitting trustee] is directed to serve a copy of this order on interested parties and file a proof of service within 3 days of entry of the order"

The statement should be located after the signature block with two hard returns preceding it. Proposed orders that do not include this statement will be rejected and the submitting party will be required to submit a new order with the appropriate language included.

Example:

<p>Dated: _____</p> <p style="text-align: right;">_____ Michael G. Williamson United States Bankruptcy Judge</p> <p>Attorney [Name of Submitting Attorney] is directed to serve a copy of this order on interested parties and file a proof of service within 3 days of entry of the order.</p>
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The docketing of the order by the Clerk's office will generate a Notice of Electronic filing (NEF). The Responsible Party can obtain a copy of the order to be served by clicking on the NEF link or by accessing it on the docket via Pacer. Please be aware that if you retrieve the order from the NEF, this will count as your one free look.

Once entered on the CM/ECF docket, the Responsible Party must promptly serve a copy of the order to interested parties and file a proof of service of the order within 3 days of the entry of the order. The proof of service should be filed using the CM/ECF docket event *Proof of Service* and be properly related to the served order.

## ITEMS TO BE SERVED BY CLERK'S OFFICE

### Orders:

1. Order for Relief for Involuntary cases
2. Discharges
3. Order Approving Payment of Filing Fee in Installments
4. Order on Debtor's Application for Waiver of the Ch. 7 Filing Fee
5. \*Issue Summons for Service of Involuntary Petition (Form 250E) or Service of Foreign Non-main Proceeding (Form 250F) or Summons in a Chapter 15
6. Order to show cause
7. Final Judgments

\*Clerk will issue summons, Party will be responsible for service.