

## Rule 1001-2

### CASE MANAGEMENT AND ELECTRONIC CASE FILING SYSTEM -- CM/ECF

(a) ***Case Management/Electronic Case Filing System.*** The Court has established an online case management and electronic case filing system (“CM/ECF”), on which the Court maintains paperless court files and dockets and which allows a party with a log-in and password issued by the Clerk (“Electronic Filing User”) to electronically file papers in court files.

(b) ***Electronic Filing Users.*** Attorneys filing papers with the Court must be Electronic Filing Users. Those persons entitled to become Electronic Filing Users include attorneys admitted to practice in the United States District Court for the Middle District of Florida, United States Trustees and their assistants, private trustees, governmental units, commercial claim filers, or others as may be provided by administrative order. To become an Electronic Filing User, attorneys and other parties must complete CM/ECF training and register with the Clerk. The Clerk shall establish registration, training, and certification procedures, which shall include administering a CM/ECF training program. The Clerk shall keep a registry of authorized Electronic Filing Users. Electronic Filing Users shall adhere to all requirements as promulgated by the Clerk and posted on the Court’s website, [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov). The Clerk shall maintain and promulgate the requirements and guidelines as necessary.

(c) ***Restriction on Use of User Login and Password.*** No Electronic Filing User or other person may knowingly permit or cause to permit an Electronic Filing User’s password to be used by anyone other than an authorized agent of the Electronic Filing User. An attorney is not permitted to use another attorney’s password to file a paper with the Court using CM/ECF. An Electronic Filing User agrees to protect the security of the Electronic Filing User’s login and password and shall immediately notify the Clerk if the security of their password has been compromised. An Electronic Filing User may be subject to sanctions for failure to comply with this provision.

(d) ***Format.*** Papers filed electronically shall be submitted in Portable Document Format (PDF). Papers in electronic format shall be converted to PDF from the word processing original, not scanned, to permit text searches and to facilitate transmission and retrieval. If only a paper copy of a paper to be filed with the Court (*e.g.*, an original or copy of an exhibit) is available, it may be converted to PDF format by scanning.

(e) ***Signatures.***

(1) ***CM/ECF User Login and Password Serve as Attorney’s Signature.*** The name of the Electronic Filing User under whose login and password the document is submitted shall be preceded by “/s/” typed in the space where the signature would otherwise appear. The user login and password required to submit documents via CM/ECF serve as the Electronic Filing User’s signature on all electronic documents filed with the Court. They also serve as a signature for purposes of Fed. R. Bankr. P. 9011, the Federal Rules of Bankruptcy Procedure, the

Local Rules, and for any other purpose for which a signature is required in connection with proceedings before the Court.

(2) ***Client Signatures.*** Attorneys may file papers signed by their clients by including a scanned paper bearing the client's signature or, subject to the retention requirements of paragraph (f) of this rule, by typing the client's name preceded by "/s/" where the signature would otherwise appear.

(3) ***Papers Requiring More Than One Signature.*** Electronically filed papers requiring signatures of more than one party shall be filed:

(i) by submitting a scanned paper containing all necessary signatures;

(ii) by including an attestation by the filing attorney that concurrence in the filing of the paper has been obtained from each of the other signatories. The filing attorney's attestation may be included after the signature block of the additional signatory or may take the form of a declaration attached to the paper. An acceptable form of attestation is:

*"Filer's Attestation: Pursuant to Local Rule 1001-2(e)(3) regarding signatures, [name of filing attorney] attests that concurrence in the filing of this paper has been obtained.";*  
or

(iii) in any other manner approved by the Court.

(f) ***Retention of Original Papers.*** Electronic Filing Users shall retain paper copies bearing original signatures of the following papers for two years after the closing of the case:

(1) petitions, lists, schedules, statements of financial affairs, including the Statement of Social Security Number(s) (Official Form 121); and

(2) affidavits, and other papers that require verification under Fed. R. Bankr. P. 1008, and unsworn declarations as provided for in 28 U.S.C. § 1746.

On request, the Electronic Filing User shall provide original documents for review to the Court, the Office of the United States Trustee, or any party in interest as ordered by the Court.

(g) ***Proofs of Service.*** Proofs of Service executed by a non-lawyer in compliance with Local Rule 9013-1 shall be filed by the attorney for the party on whose behalf service is made by filing a scanned copy of the original signature page via CM/ECF.

(h) ***Waiver of Service by Mail.*** Registration as an Electronic Filing User constitutes (1) waiver of the right to receive notice by first-class mail and the right to service by first-class mail or personal service and (2) consent to receive notice electronically and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004.

Waiver of service and notice by first-class mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022.

(i) ***Electronic Filing of Proofs of Claim and Related Documents.*** Claimants who are not Electronic Filing Users may file proofs of claim in paper or through the eProof of Claim hyperlink on the Court's website, [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov). All claimants who have filed or expect to file ten or more claims and/or claim-related papers, such as transfers of claims and withdrawals of claims, within any one-year period, shall file these claims and documents electronically through CM/ECF or the eProof of Claim hyperlink.

(j) ***Electronic Ballot Filing in Chapter 11 Cases.*** Parties may file paper ballots with the Court under Local Rule 3018-1, but are encouraged to electronically file ballots through the Chapter 11 eBallots hyperlink on the Court's website, [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov).

(k) ***Filing Papers Under Seal.*** Local Rule 5005-4 governs the filing of papers under seal.

(l) ***Unavailability of CM/ECF or Hyperlinks.*** Electronic Filing Users may file paper documents whenever CM/ECF is inaccessible or an Electronic Filing User's computer system is not functioning. Filers of proofs of claim who cannot access the Court's eProof of Claim hyperlink and filers of ballots who cannot access the Court's eBallot hyperlink may file paper proofs of claim and ballots. After-hours emergency filing procedures are set forth in Local Rule 5001-2.

(m) ***Access to CM/ECF by Non-Electronic Filing Users.***

(1) ***PACER Access.*** Any person or organization, including parties appearing before the Court *pro se*, may access CM/ECF at the Court's website by obtaining a log-in and password from PACER (Public Access to Court Electronic Records), available at [www.pacer.gov](http://www.pacer.gov). Those who have PACER access but who are not Electronic Filing Users may retrieve docket sheets and court papers but may not file documents electronically.

(2) ***Request by Pro Se Debtors to Receive Electronic Notification.*** Individual *pro se* debtors who have an Internet email address may request to receive electronic notification of filings made in their bankruptcy cases by submitting the form available on the Court's website at [www.flmb.uscourts.gov/cmecf](http://www.flmb.uscourts.gov/cmecf).

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*Notes of Advisory Committee*

***2016 Amendment***

This amendment incorporates the provisions regarding the signature of papers filed via CM/ECF set forth in abrogated Local Rule 9011-4 Signatures. The amendment also cross-references Local Rule 5005-4 Sealed Papers. Other revisions are stylistic. This amended rule is effective July 1, 2016.

***2015 Amendment***

New section (c) of the rule requires Electronic Filing Users to convert papers maintained in electronic format from the word processing original to Portable Document Format (PDF). This does not apply to papers originally in paper form, such as client records or exhibits. In addition, section (d) reduces the time during which Electronic Filing Users must retain paper copies bearing original signature from four years to two years. This amendment is effective July 1, 2015.

***2014 Amendment***

This amendment revises section (e) to provide that claimants who have filed or expect to file ten or more claims (reduced from 25) with a one-year period shall file their claims and claims-related papers electronically. This amendment is effective July 1, 2014.

***2013 Amendment***

This amendment reflects current CM/ECF practices and electronic filing procedures, including the requirement that attorneys filing papers with the Court be Electronic Filing Users. This amendment supersedes and replaces archived Administrative Orders FLMB 2003-4, FTM 2005-2, JAX-2004-2, ORL-2004-2, and TPA 2005-05 (establishing deadlines for attorneys to participate in CM/ECF) and archived Administrative Orders FTM-2008-1, JAX-2006-5, ORL-2008-1, and TPA-2008-10 (establishing deadlines for claimants to electronically file proofs of claim and related papers).

***2004 Amendment***

This amendment is adapted from the “Model Local Bankruptcy Court Rules for Electronic Case Filing” approved on September 11, 2001 by the Judicial Conference of the United States Courts. This amendment sets out overall electronic filing guidance and requirements, yet allows the Clerk flexibility in managing the details of this system. It is contemplated that the Clerk will actively coordinate such activities with members of the Bankruptcy Bar in the District.

This amendment also establishes a presumption that once attorneys or others become an “Electronic Filing User,” they will file all documents in cases assigned to CM/ECF by electronic means only. Consistent with Fed. R. Bankr. P. 5005, this rule strongly encourages attorney participation while not making electronic filing mandatory. (Fed. R. Bankr. P. 5005 in part states that a court “may permit” papers to be filed electronically, and provides that the Clerk “shall not refuse to accept for filing any paper presented . . . solely because it is not presented in proper form.”)