

Rule 5005-1

FILING PAPERS – REQUIREMENTS

(a) ***Attorneys Required to File via CM/ECF.*** Attorneys shall file papers with the Court via CM/ECF as set forth in Local Rule 1001-2.

(b) ***Pro Se Debtors Shall File in Paper Form.*** Debtors not represented by attorneys shall file petitions commencing cases under the Code and all other papers in paper form.

(c) ***Petitions Received by Mail.*** Petitions received by the Clerk’s Office via the United States Mail shall be stamped “Filed via Mail” and shall be deemed filed as of 10:00 a.m. Eastern Standard or Eastern Daylight Savings Time on the day received.

(d) ***Requirements for Paper Filings.*** Papers tendered for filing shall be typewritten, or if produced by computer-generated software, be printed by letter-quality printers. Papers shall be singled-sided, void of tabs, and shall be on white paper approximately 8 1/2 inches wide by 11 inches long, with one-inch margins. The Clerk shall convert any filed paper document to an electronic format by an electronic scanning process. The Clerk shall retain all scanned paper documents for 60 days for quality control purposes and shall destroy or discard such documents after the expiration of such time period.

Notes of Advisory Committee

2015 Amendment

This amendment is stylistic and conforms the rule to the uniform numbering system prescribed by the Judicial Conference of the United States and to the model system suggested and approved by the Advisory Committee on Bankruptcy Rules of the Judicial Conference’s Committee on Rules of Practice and Procedure. This amendment incorporates portions of text previously included in Local Rules 5005-2 and 5005-3. This amendment to the rule is effective July 1, 2015.

2004 Amendment

This addition is authorized by Rules 5005 and 7005 of the Federal Rules of Bankruptcy Procedure and is occasioned by the implementation in the Middle District of Florida of the case management/electronic case filing system of the United States Courts.