

Emergency Matters Alert Notification to Clerk's Office – Electronic Case Filing Only

Docketing Event

Bankruptcy > Miscellaneous > Certificate of Necessity or
Adversary > Miscellaneous > Certificate of Necessity; and
Bankruptcy > Miscellaneous > Emergency Matters Submission Notification or
Adversary > Miscellaneous > Emergency Matters Submission Notification (linking it to your motion/application and the Certificate of Necessity)

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

[Local Rule 9013-1](#)

[Local Rule 5001-2](#)

Fee: N/A (however, certain motions accompanying the Alert Notification may require a filing fee)

Applicable Chapters: 7, 11, 12, 13

Implemented: 9/29/2017

Last Revision: 3/27/2023

Description

This procedure is for attorneys filing papers electronically via CM/ECF. Non-represented parties must file their items in paper at the Court. Non-represented parties who have an emergency to file after-hours may look to Local Rule 5001-2 for the after-hours filing procedures.

All attorney users filing via CM/ECF must:

- 1) file a motion or application using the appropriate CM/ECF event;
- 2) file a Certificate of Necessity (in the form available on the Court's website www.flmb.uscourts.gov) using the docketing event:
 - Bankruptcy > Miscellaneous > Certificate of Necessity or
 - Adversary > Miscellaneous > Certificate of Necessity; and
- 3) docket the CM/ECF event
 - Bankruptcy > Miscellaneous > Emergency Matters Submission Notification or
 - Adversary > Miscellaneous > Emergency Matters Submission Notification (linking it to your motion/application and the Certificate of Necessity)

Please note: If CM/ECF is not accessible, the filing user will be allowed to fax the complete emergency document to the Clerk's office after 4:00 p.m. eastern standard time. The fax should contain proof that the system is not accessible (like a screen shot). The Clerk's office will docket the fax as an original.

Tampa Facsimile Telephone Number – (813) 301- 5192
Orlando Facsimile Telephone Number – (407) 237-8005
Jacksonville Facsimile Telephone Number – (904) 301-6494

Forms

[Certificate of Necessity](#)