



**UNITED STATES
BANKRUPTCY
COURT**

**DISTRICT OF
MARYLAND**

CM/ECF:



Best Practices Seminar
May 8, 2014 (Baltimore)
May 15, 2014 (Greenbelt)

SPECIAL THANKS TO:

- Gerard R. Vetter, Assistant U.S. Trustee, Maryland
 - Nancy Spencer Grigsby, Chapter 13 Standing Trustee
 - Zvi Guttman, Chapter 7 Panel Trustee
 - Attorney Ron Drescher, Drescher & Associates
- 

USBC WEBSITE

ONE STOP SHOPPING FOR BANKRUPTCY
COURT SUPPORT

WWW.MDB.USCOURTS.GOV



The USBC website is your best resource for answers to frequently asked questions and general information.

The screenshot shows the official website of the United States Bankruptcy Court for the District of Maryland. The header features the court's seal and name, along with the names of the Chief Judge and Clerk. A navigation menu includes links for Understanding Bankruptcy, Court Info, For Attorneys, Judges' Info, Filing Without An Attorney, Forms, Case Info, US Trustee, and Programs & Services. A sidebar on the left contains buttons for Locations, Local Rules and Orders, PACER (Case Search), CM/ECF (E-Filing), Electronic Filing Info, Motion Hearing Dates, and Public Calendar. The main content area displays a 'Welcome' message, followed by news items: 'Former Clerk of Court, Richard C. Donovan, has passed away' with a PDF attachment, 'February 6, 2014 - Announcement of a New Clerk of Court', 'January 13, 2014 - Public Alert: Scam Emails About Phony Court Cases Carry Computer Virus', 'October 30, 2013 - Changes to Miscellaneous Fee Schedules', and 'October 16, 2013 - Statement Concerning Potential Shutdown'. A footer contains a horizontal line and a navigation bar with links for Home, Court Directory, FAQ, Employment, Glossary of Legal Terms, and BrowseAloud.

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
Honorable Nancy V. Alquist, Chief Judge Mark D. Sammons, Clerk

"Promote social and economic order by reconciling the opportunity of debtors to a fresh start with the right of creditors to be paid."

Understanding Bankruptcy Court Info For Attorneys Judges' Info Filing Without An Attorney Forms Case Info US Trustee Programs & Services

Locations
Local Rules and Orders
PACER (Case Search)
CM/ECF (E-Filing)
Electronic Filing Info
Motion Hearing Dates
Public Calendar

Welcome
Welcome to the official website for the United States Bankruptcy Court for the District of Maryland. We have offices in Baltimore and Greenbelt.

Former Clerk of Court, Richard C. Donovan, has passed away
file_attachments:
Richard Cushing Donovan.pdf

February 6, 2014 - Announcement of a New Clerk of Court
The U.S. Bankruptcy Court for the District of Maryland is pleased to announce the selection of Mark A. Neal, Esq. as the next Clerk of Court. Please see the attached announcement.

file_attachments:
NewClerk.pdf

Jan 13, 2014 - Public Alert: Scam Emails About Phony Court Cases Carry Computer Virus
The federal judiciary has learned of an email scam, in which emails purporting to come from federal and state courts are infecting recipients with computer viruses. [More Information](#)

October 30, 2013 - Changes to Miscellaneous Fee Schedules
The Judicial Conference of the United States approved several changes to the federal court miscellaneous fee schedules effective December 1, 2013. See this memo.

October 16, 2013 - Statement Concerning Potential Shutdown
The Court, after considering its constitutional and statutory duties, determined that it must continue case resolution functions during a lapse of appropriations. Furthermore, due to significant decrease in staff over the past several years, all current chambers and clerk's office staff members are needed for the Court to perform its constitutional and statutory responsibilities to resolve case disputes. Therefore, all such staff must report to work during a lapse. Based upon this policy and these determinations, the Court entered [Administrative Order 13-05](#) on October 9, 2013.

1 2 3 4 next > last >>

Home | Court Directory | FAQ | Employment | Glossary of Legal Terms | BrowseAloud

FOR ATTORNEYS

ELECTRONIC FILING

The screenshot shows the website for the United States Bankruptcy Court, District of Maryland. The header includes the court's name and the names of the Chief Judge and Clerk. Below the header is a navigation bar with tabs for 'Understanding Bankruptcy', 'Court Info', 'For Attorneys', 'Judges' Info', 'Filing Without An Attorney', and 'Forms'. The 'For Attorneys' tab is selected, and a dropdown menu is open, listing various resources. A red arrow points to the 'Electronic Filing' link in this menu. On the left side of the page, there is a sidebar with several utility links: 'Locations', 'Local Rules and Orders', 'PACER (Case Search)', 'CM/ECF (E-Filing)', 'Electronic Filing Info', 'Motion Hearing Dates', and 'Public Calendar'.

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
Honorable Nancy V. Alquist, Chief Judge Mark D. Sammons, Clerk

"Promote social and economic order by reconciling the opportunity of debtors to a fresh start with the right of creditors to..."

Understanding Bankruptcy Court Info **For Attorneys** Judges' Info Filing Without An Attorney Forms

Locations
Local Rules and Orders
PACER (Case Search)
CM/ECF (E-Filing)
Electronic Filing Info
Motion Hearing Dates
Public Calendar

Administrative Orders
Bankruptcy Appeals Manual
Bankruptcy Removal Manual
Complex Ch 11 Procedures
Electronic Filing
Instructions - Landlord & Tenant under § 362(b)
Judgments
Local Rules (rev 9/1/13)
Motion to Appear Pro Hac Vice
Volunteer Opportunities
Withdrawal of Reference Manual
Writs

This is the link you will probably use most to find basic information. In addition to finding local/federal rules and Administrative Orders, you can also find the Attorney Manual by clicking on "Electronic Filing".

FOR ATTORNEYS

Electronic Filing Information

To obtain a Bankruptcy Court login, click here: [CM/ECF Registration](#)

What Login Do I Have?

1. You already have a login for the US **Bankruptcy** Court of Maryland and just forgot the password - [ECF lost password reset](#)
2. You have a login for the US **District** Court of Maryland (just your initials and bar ID). You need a login for the Bankruptcy Court.
3. You might only have a login to view documents (PACER ID). It will contains just 2 letters followed by 4 numbers. You need a login for the Bankruptcy Court.

Help

[Manual](#)
[Video Demonstrations](#)
[Contacting The Help Desk](#)
[Items Filed When Opening a Bankruptcy Case](#)



Electronic Service Options

[Join Our Mailing List](#)
[Electronic Bankruptcy Noticing](#)
[Creditor's Preferred Address](#)
[Email Address Requirement](#)
[Approved Notice Providers](#)

Case Upload Software

[Allowed Vendor Software](#)
[Case Upload Tips](#)

Proofs of Claims

[Electronic Proof of Claims \(ePOC\) filing option](#) - no login is required.
[Claims Upload](#)

Financial Management Certificates

Effective December 1, 2013, Federal Rule of Bankruptcy Procedure 1007(b)(7) has been amended to permit an approved debtor education provider to notify the court directly that the debtor has completed a post-petition instructional course concerning personal financial management. This rule change pertains to debtor education certificates only, not to credit counseling certificates. [Click here](#) ONLY if you are an Approved Debtor Education Provider.

In the unusual circumstance when the court's electronic filing system is not available due to technical issues, parties may file pleadings in electronic format on disks, CDs or other electronic media and deliver them to the courthouse during normal business hours. Please be aware of the [After Hours Information](#) available on our web page. Any late filed pleadings should include a request to consider the pleading to be filed timely and state the reasons causing the delay.

Once you select the "For Attorney's" link this is what you will see.

Under the topic "HELP" you can find the attorney manual as well as video demonstrations which give step by step instructions for filing pleadings with common errors such as amending schedules.



FOR ATTORNEYS

LINK FOR VOLUNTEER OPPORTUNITIES

For Attorneys	Judges' Info	Filing Without An Attorney
Administrative Orders		
Bankruptcy Appeals Manual		
Bankruptcy Removal Manual		
Complex Ch 11 Procedures		
Electronic Filing		
Instructions - Landlord & Tenant under § 362(b)		
Judgments		
Local Rules (rev 9/1/13)		
Motion to Appear Pro Hac Vice		
Volunteer Opportunities		
Withdrawal of Reference Manual		
Writs		

YOUR VALUED TIME AND EXPERTISE IS NEEDED!

Understanding Bankruptcy	Court Info	For Attorneys	Judges' Info	Filing Without An Attorney	Forms
--	----------------------------	-------------------------------	------------------------------	--	-----------------------

Volunteer Opportunities for Bankruptcy Attorneys

Bankruptcy is a complex area of the law. If a case is improperly handled by a pro se filer, there is a need to expand resources to low income debtors, who may otherwise attempt to file pro se.

Want to help? Here's how you can volunteer!

[Debtor Assistance Project Volunteer](#)

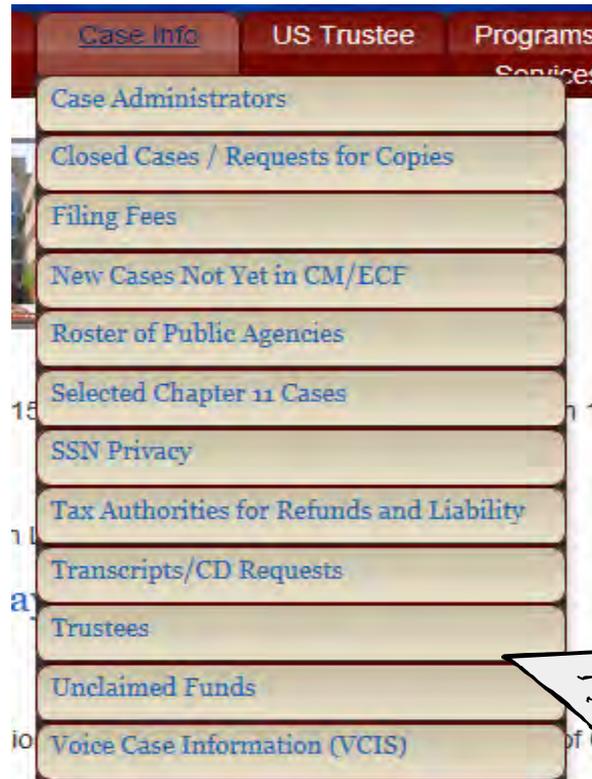
[Low Bono and Deferred Payment Chapter 13 Attorney List](#)

[Low Bono Chapter 7 Attorney List](#)

Want to provide some feedback? [Feedback form for debtors and attorneys](#)

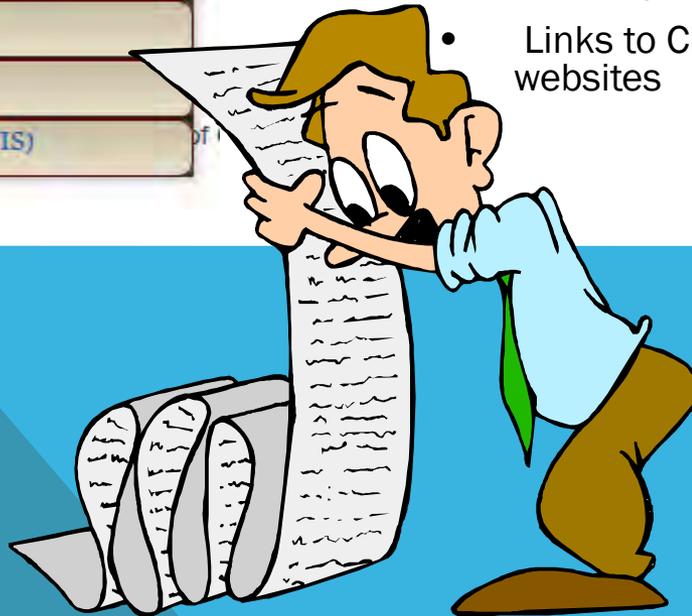


CASE INFO



HIGHLIGHTS

- Info for requesting copies of cases not available electronically
- List of current filing fees
- Roster of public agencies, i.e. US Department of Education, Securities and Exchange Commission, Small Business Administration, etc.
- Instructions for ordering transcripts
- Links to Chapter 13 Trustee websites



CASE INFO

The screenshot shows a navigation menu with the following items: Forms, Case Info, US Trustee, and Programs &. Under the Case Info tab, the following links are listed: Case Administrators, Closed Cases / Requests for Copies, Filing Fees, **New Cases Not Yet in CM/ECF** (highlighted with a red box), Roster of Public Agencies, Selected Chapter 11 Cases, SSN Privacy, Tax Authorities for Refunds and Liability, Transcripts/CD Requests, Trustees, Unclaimed Funds, and Voice Case Information (VCIS). A yellow callout box contains the text: "New Cases Not Yet in CM/ECF" followed by "When a new Bankruptcy filing is received in paper format at not yet on CM/ECF but can be found by clicking the link below" and "Recent filings in the last 24 hours" with a red arrow pointing to the link.

New Cases Not Yet in CM/ECF

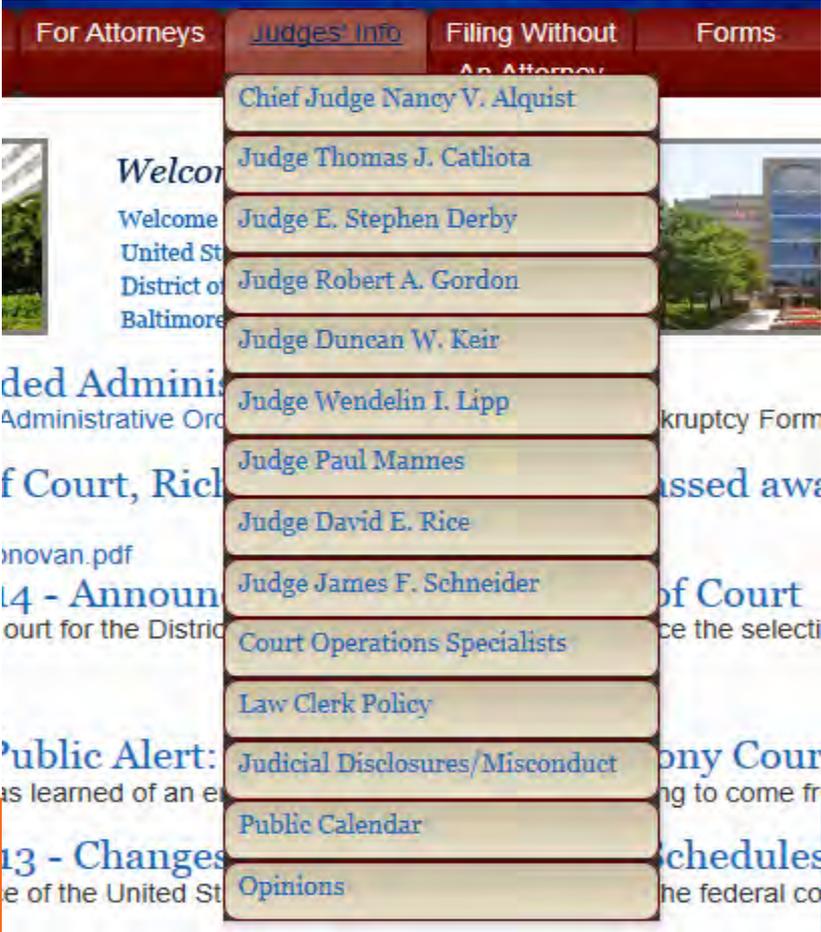
Got a call from a Debtor claiming to have a pending bankruptcy case not found in CM/ECF?

New cases are typically put on the system within 24 hours. If you need confirmation right away you can see a list of Debtors that have recently filed.

The report shows name, case number, chapter, date and time of filing, last four of social, and Debtor(s)' address.



JUDGE'S INFO



The Judge's Info link provides information regarding the specific operations of the courtroom from general technical questions to general contact information. The information is specific for each Chambers.

JUDGE'S INFO

Below is an example of the information you find when selecting a particular judge. In this example “Motions” is highlighted. As you can see, answers to common questions are provided.

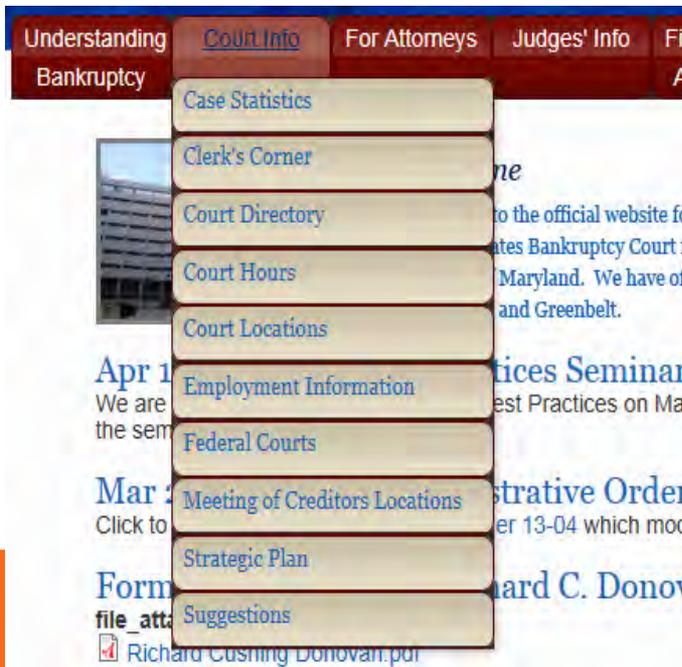
Understanding Bankruptcy	Court Info	For Attorneys	Judges' Info	Filing Without An Attorney	Forms	Case Info	US Trustee	Programs & Services
-----------------------------	------------	---------------	--------------	-------------------------------	-------	-----------	------------	------------------------

Honorable Nancy V. Alquist, Chief Judge (Baltimore)

Staff Information	Judge Alquist generally agrees to remove motions for relief from stay from the docket if a consent is reached, if there is no response, or if the parties agree to a continuance, if the Courtroom Deputy is contacted by the movant before noon on Wednesday.
Telephonic Hearings	Motions for relief from stay, and other self docketed matters, that will take more than 20 minutes or are evidentiary, must be specially set. Please contact the Courtroom Deputy for a hearing date and time, as soon as it becomes apparent that the matter will exceed the 20 minute limit.
Courtroom Technology	
<u>Motions</u>	Motion Hearing Dates
Trials	
Opinions	

COURT INFO

INFORMATION HUB



- Directory for court staff to include direct numbers for case administrators
- Court hours and addresses
- Statistical data related to bankruptcy filings
- Opportunity to submit suggestions to the court.



US TRUSTEE

OFFICE OF THE US TRUSTEE



- Link to US Trustee's website
- Find approved agencies offering Credit Counseling and Financial Management courses
- Find poverty guidelines
- Find means testing information
- Find national standards for living expenses



UNDERSTANDING BANKRUPTCY

Quick links to local/federal rules as well as other links to helpful information such as trustee info and the American Bankruptcy Institute.



RESOURCES



All links below are external links and you will be leaving the web site of the United States Bankruptcy Court for the District of Maryland. The United States Bankruptcy Court for the District of Maryland does not control or guarantee the accuracy, relevance, timeliness, or completeness

Bankruptcy Code

[Bankruptcy Code \(Title 11, USC\)](#)

[Title 28, USC](#)

[§ 151-159](#) - Bankruptcy Judges - After clicking on the hyperlink to this website, Click Next in the top right hand corner to proceed to the next statute

[§ 1334](#) - Jurisdiction over bankruptcy cases and proceedings

[§ 1408](#) - Venue of bankruptcy cases

[§ 1409](#) - Venue of proceedings arising under the Bankruptcy Code or arising in or related to bankruptcy cases

Federal and Local Rules

[Federal Rules of Bankruptcy Procedure](#)

[Federal Rules of Civil Procedure](#)

[Local Rules for USBC MD](#)

Maryland Related Information

[United States District Court, District of MD](#)

[Bankruptcy Bar Association for Maryland](#)

[Maryland State Bar Association - Consumer Bankruptcy Section](#)

[Maryland Law](#) - Governs property rights

[Md. Comm. Law § 15-601.1](#) - Garnishment law

[Md. Cts. & Jud. Proc. Code Ann. § 11-504](#) - Bankruptcy exemptions

Other Links

[Federal Judiciary Homepage](#)

[National Association of Bankruptcy Trustees](#)

[Office of the U.S. Trustee](#)

[13 Network \(For Chapter 13 Trustees\)](#)

[American Bankruptcy Institute](#)

UNDERSTANDING BANKRUPTCY



Sometimes it's hard to find the right words to help debtors understand exactly what filing for bankruptcy means. The “Understanding Bankruptcy” tab has resources to help put explanations and definitions in simple terms. Print out the info or simply refer the debtor to the website.

Understanding Bankruptcy	Court Info	For Attorneys	Judges' Info	Filing Without An Attorney	Forms	Case Info	US Trustee	Programs & Services
--------------------------	------------	---------------	--------------	----------------------------	-------	-----------	------------	---------------------

Understanding Bankruptcy

Bankruptcy Courts are located within each of the 94 federal judicial districts. A bankruptcy petition cannot be filed in state court. Bankruptcy laws help people who can no longer pay their creditors get a fresh start by liquidating their assets to pay their debts, or by creating a repayment plan.

Bankruptcy laws also protect troubled businesses and provide for orderly distributions to business creditors through reorganization or liquidation. These procedures are covered under Title 11 of the United States Code (the Bankruptcy Code). The vast majority of cases are filed under the three main chapters of the Bankruptcy Code, which are Chapter 7, Chapter 11, and Chapter 13.

[Bankruptcy Basics](#) - This public information series provides a comprehensive overview of bankruptcy, including information on: the discharge, a summary of each individual Chapter, the Securities Investor Protection Act, and bankruptcy terminology.

*View the Bankruptcy Basics Video Series: [English](#) | [Spanish](#)

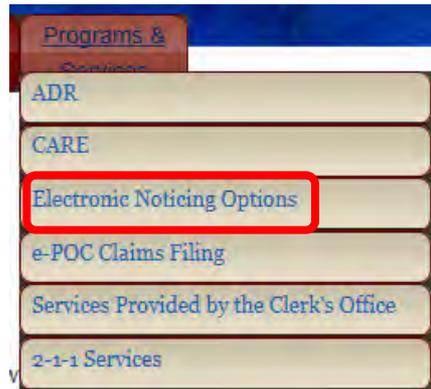
[U.S. Trustee Program](#) - The United States Trustee Program is the component of the Department of Justice responsible for overseeing the administration of bankruptcy cases and private trustees under 28 U.S.C. § 586 and 11 U.S.C. § 101, et seq. The Program's website contains information about the U.S. Trustee Program and the federal bankruptcy system.

[Bankruptcy Information Sheet](#) - A helpful resource provided by the U.S. Trustee Program that provides general information about what happens in a bankruptcy case, including when you should file, what a discharge is, and what a reaffirmation agreement is.

Disclaimer: Please note that though the resources above provide a good overview of bankruptcy, this information is not a complete overview of these topics and should not be used as a substitute for reference to the U.S. Bankruptcy Code and the Federal Rules of Bankruptcy Procedure. Due to the complexity and long-term financial effects of filing for bankruptcy, individuals are encouraged to obtain legal advice from a competent attorney before filing a petition.

The Clerk's Office is limited in the assistance it can provide parties in the filing process and cannot provide legal advice. If you are considering filing a petition or claim without an attorney (self-represented), please review Filing Without an Attorney section of this website.

PROGRAMS AND SERVICES



ELECTRONIC NOTICING OPTIONS



ATTENTION CREDITORS: Receive Your Court Notices Through

Free Electronic Bankruptcy Noticing

No Delays, Easier Forwarding, Instant Sharing.

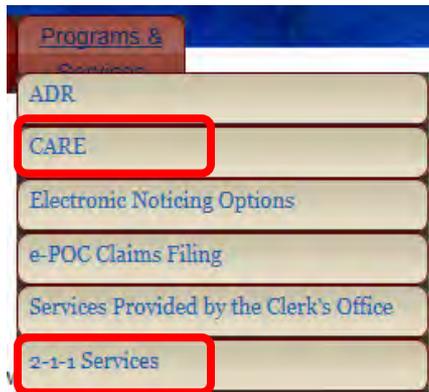
[REGISTER NOW >>](#)

The U.S. Bankruptcy Courts encourage the bankruptcy community to utilize Electronic Bankruptcy Noticing (EBN). EBN is a free service that allows Court notices to be transmitted electronically, delivering them faster and more conveniently. Some of the advantages to electronic noticing are:

- Court notices are sent the same day they are produced by the court.
- You can access your court notices 24/7.
- Court notices that would be mailed to multiple locations can be routed to a centralized electronic address.
- Storing court notices to your computer means you never lose a paper copy.
- Court notices can easily be forwarded around the office or to your attorney.

For more information and to register for this service, please go to ebn.uscourts.gov. You may also contact EBN Customer Service at 1-877-837-3424 or ebn@baesystems.com. Note: If you are an attorney who already receives your notices via CM/ECF Notice of Electronic Filing, then you do not need to register for this service.

PROGRAMS AND SERVICES



Simple, Quick 24-Hour Link... easy to access, reduced frustration

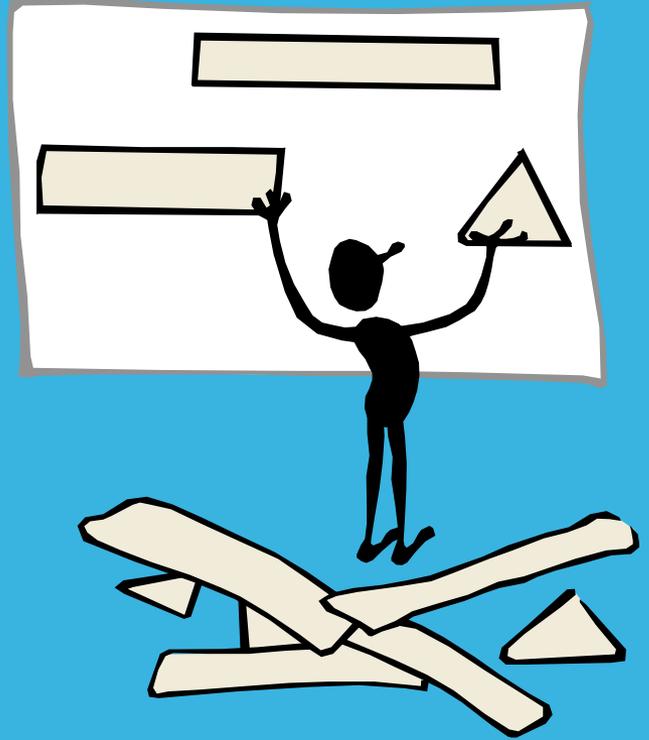
2-1-1 is accessible free of charge 24 hours a day in 150+ languages. Normal airtime and other charges apply for cell phone users. Dialing 2-1-1 connects callers to trained, certified call specialists at one of four nationally accredited call centers in Maryland who assess their needs and link them to the right solutions using a comprehensive database of federal, state and local services - both government and nonprofit. People can also search for help at www.211md.org.

Accurate, precise information about these and other resources is available:

- **Basic human needs:** food and clothing, shelter, rent and utility assistance.
- **Physical and mental health:** health insurance programs, Medicaid and Medicare, maternal health, medical information lines, crisis intervention, support groups, counseling, drug and alcohol services.
- **Employment support:** job training, transportation, education programs.
- **Support for older Americans and people with disabilities:** Day, respite and home health care.
- **Support for children, youth and families:** childcare, after-school programs, Head Start, family resource centers, mentoring, tutoring and protective services.
- **Volunteer Opportunities and Donations:** organizations that rely on help from people who care.

AMENDED CREDITOR MATRIX/AMENDED SCHEDULES

COMMON PROBLEMS WHEN AMENDING
MATRIX/SCHEDULES



DEFICIENT AMENDED CREDITOR MATRICES AMENDED SCHEDULES D, E AND F

- Amended Schedules D, E and F are deficient if the Certificate of Service is missing when adding creditor(s) or changing the creditor(s) address. (Refer to Local Bankruptcy Rule 1009-1).
- Amended Schedules D, E and F are deficient if the Certificate of Service does not state that the 341 Notice and the amended schedules were served on newly added creditors or creditors whose addresses have changed.



DEFICIENT AMENDED CREDITOR MATRICES AMENDED SCHEDULES D, E AND F

- If the signed Declaration Concerning Schedules is missing, the amended schedules are deficient.
- All schedules must have the Debtor's Declaration Under Penalty of Perjury.



DEFICIENT AMENDED CREDITOR MATRICES AMENDED SCHEDULES D, E AND F

- Amended Schedules D, E and F are deficient if the Amended Creditor Matrix is not provided.
- The Amended Creditor Matrix should include only newly added creditor(s) or creditor(s) whose addresses have changed.
- The Amended Creditor Matrix is deficient if it does not include the Amended Verification of Matrix. The Amended Verification Matrix is required.



SAMPLE OF AMENDED VERIFICATION OF MATRIX

The form shown
should be included as
a signature page
when amending the
matrix

United States Bankruptcy Court
District of Maryland

In Re: _____ Case Number: _____
Debtor(s) _____ Chapter: _____

AMENDED VERIFICATION OF CREDITOR MATRIX

The above named Debtors hereby verify that the attached list of creditors is true and correct to the best of their knowledge.

Date: _____ Signature of Debtor(s): /s/ _____
/s/ _____

AMENDED CREDITOR MATRIX AMENDED SCHEDULES

COMMON ERRORS MADE WHEN FILING AMENDED SCHEDULES D, E, F:

- The \$30.00 filing fee is not paid,
- The Amended Creditor Matrix listing only newly added creditors is missing,
- The Amended Verification of Matrix is missing.

AMENDED CREDITOR MATRIX AMENDED SCHEDULES

- A Certificate of Service for the 341 Notice is missing, or a Certificate of Service for the Amended Schedules is missing.
- FYI: The filing fee of \$30.00 is not required when a creditor's address has changed if the creditor was previously listed.
- It is not necessary to docket the amended matrix separately when it is filed with the amended schedules; it can be done as an attachment.

CHEAT SHEET TO AVOID DEFICIENCY NOTICES



COMMON DEFICIENCY NOTICES

- An Incorrect PDF Attached to a Docket Entry such as a Credit Counseling Certificate docketed as a Financial Management Certificate.
 - Document filed in an incorrect case.
 - Pleadings with incorrect name and case numbers
- 

COMMON DEFICIENCY NOTICES

- Failure to file a 21 day notice to all creditors when required with a motion/application.
 - Failure to include the 30 day language on objections to claim and the certificate of service. See LBR 3007-1
 - Chapter 13 Plan – failure to include the certificate of service
- 

PROPOSED ORDERS

- Include the proposed order with a motion or application. See LBR 9013-3
 - Insert 3” margin at the top of the order, no blank lines should be in the order, no signature line
 - END OF ORDER should be at the bottom of the order
 - CC’s are required at the bottom of the order
 - Consent Order require signatures of all parties
- 

**UNITED STATES BANKRUPTCY
COURT FOR THE DISTRICT OF
MARYLAND**

EVENT CODES

EVENT CODES USED FOR MISSING DOCUMENTS

When filing the balance of missing documents, the following event codes should be used:

- Statement of Financial Affairs
- Schedules A – J or if filing individual schedules, then Control the selection of that individual schedule(s)
- Summary of Schedules can be filed together with Schedules A-J or with the individually filed Schedules



EVENT CODES USED FOR MISSING DOCUMENTS

- Chapter 7 Means Test or any Statement of Monthly Income (pertaining to its respective chapter).
 - Statement of Intent (for Chapter 7)
 - Certificate Of Credit Counseling
 - Verification of Creditor Matrix
- 

MOST COMMON ERRORS



- Use the event code A-J when only filing individual schedules or selecting each individual schedule instead of A-J
- Using the event code “Affidavit” instead of Verification of Creditor Matrix
- Mailing Matrix – creditor’s mailing matrix should be attached to the Verification of Creditor Matrix and not docketed separately

HOW TO FIND THE PROPER EVENT CODES FOR FILING MOTIONS

1. Under **Bankruptcy Events** – select Motion
2. Search and find an event code using the drop menu and type a key word that best describes the relief being sought
3. In the event you do not find the event code, then search Miscellaneous relief
4. If a previous Motion has been filed, the event code Amended Motion should be used (exceptions...?????)
5. An Amended Motion should be “LINKED” to the previously filed Motion
6. Previously filed Applications follows the same basic rule, however the event code is Amended Application

AMENDED NOTICES OF MOTION

1. Under **Bankruptcy Events** – select Amended Notice
2. A previously filed Notice of Motion, the event code Amended Notice should be used
3. An Amended Notice of Motion should be “LINKED” to the previously filed Motion or Amended Motion
4. Previously filed Applications follows the same basic rule, however the event code is Amended Notice of Application

AMENDED VS. MODIFIED PLAN

1. Amended plan event is used when amending a plan BEFORE it has been confirmed by the Court
2. A proposed Modified Plan is filed after the Plan has been confirmed and attached to a Motion to Modify
3. Modified Plans are ONLY entered on the docket by the Court after the Motion to Modify has been granted



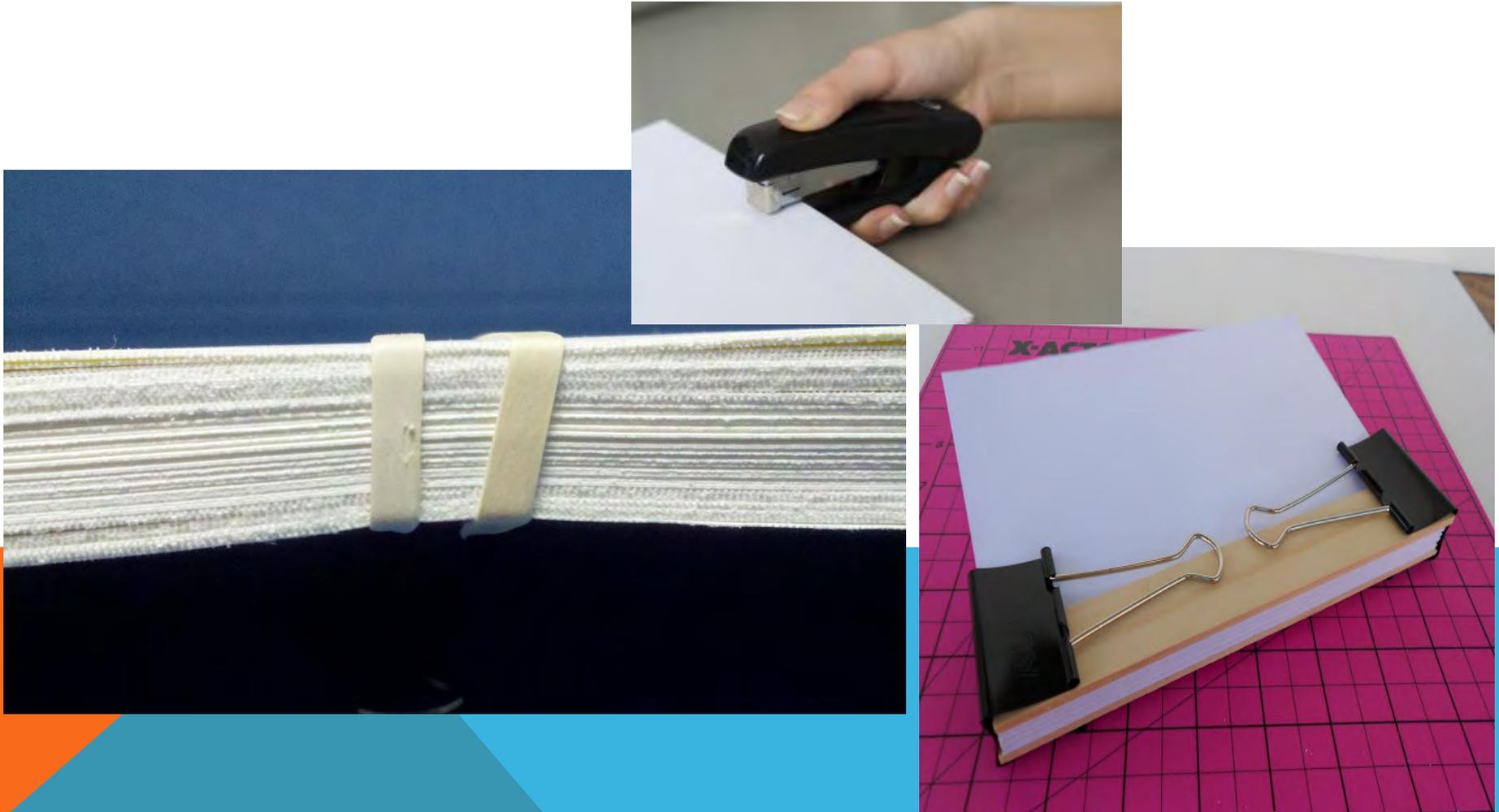
**UNITED STATES BANKRUPTCY
COURT
FOR THE DISTRICT OF MARYLAND**

**RULES ON PRE-FILED EXHIBITS
LBR 7016-1(C)(2)**

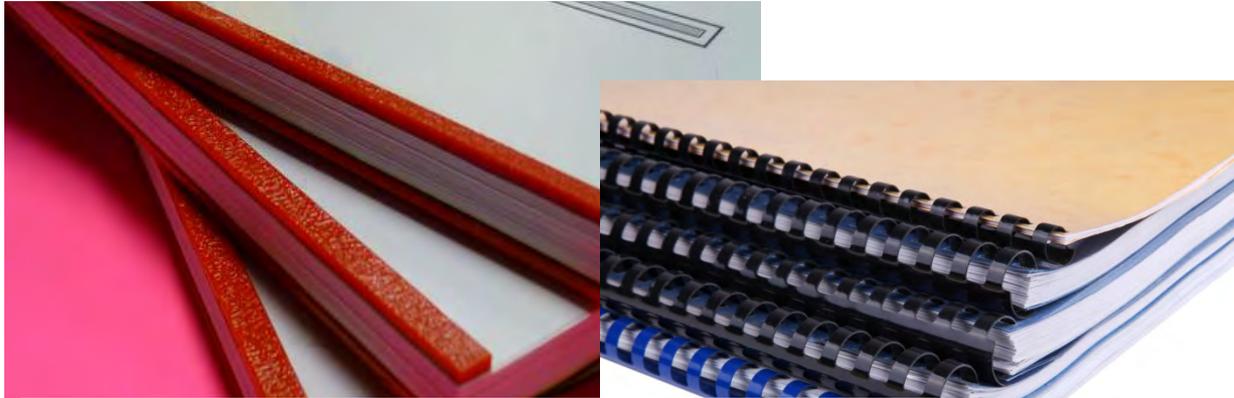
INSTRUCTIONS ON HOW TO PROPERLY FILE EXHIBITS

- An original and two copies
 - Exhibits must be *bound*
 - Must have Exhibit tabs
 - Table of Contents for Exhibit list
 - Docket the Exhibit/Witness List in ECF prior to filing the exhibits
 - File exhibits in the correct divisional office
- 

EXAMPLES OF HOW NOT TO FILE PRE-FILED EXHIBITS



JUDGE'S PREFERENCES FOR PRE-FILED BOUND EXHIBITS



INSTRUCTIONS FOR EXHIBITS REQUIRED TO BE PRE-FILED

Each set of pre-filed Exhibits shall be bound and shall begin with the exhibit list identifying each exhibit by number. Each exhibit shall be tabbed by exhibit number



EMERGENCY MATTERS
DUPLICATE FILINGS
NEW FILING FEES

PROCEDURES AND INFORMATION

EMERGENCY FILINGS

- **CM/ECF** – Before uploading the document click the emergency button on the ECF task bar.
- **After Hours Emergency** – the contact information is on our website. This will allow you to reach a manager after hours who will instruct you on how to proceed if the nature of the filing is an emergency.

DUPLICATE FILING PROCEDURES

- Contact the Clerk's office immediately to notify either assigned Case Administrator, Division Manager, or Assistant Division Manager.
 - Duplicate case filings cannot be deleted.
 - An appropriate motion must be filed to address the incorrectly filed case.
- 

NEW FILING FEES

- New Filing Fees become effective June 1, 2014
- See our website announcement (posted April 21, 2014)
- Filing fee for filing complaint increases to **\$350**
- Administrative fee for chapter 7, 12, or 13 increases to **\$335** (ch 7), **\$275** (ch 12), **\$310** (ch 13)
- Administrative fee for filing chapter 9, 11, or 15 increases by \$504 raising ch 9, 11, and 15 filing fee to **\$1,717**