

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA

**STANDING ORDER #11
RELATING TO ELECTRONIC CASE FILING**

Federal Rule of Civil Procedure 5(e) and Federal Rules of Bankruptcy Procedure 5005(a)(2), 9011, 9029, and Local Bankruptcy Rule 5005-1 authorize this court to establish practices and procedures for the filing, signing, and verification of pleadings and papers by electronic means. This Order sets out those practices and procedures.

IT IS ORDERED that:

1. The *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* have been presented to this court and are hereby approved.
2. The provisions of this Order shall apply to all cases previously filed, proceedings presently pending and those subsequently filed in the United States Bankruptcy Court for the Northern District of Florida.
3. Any Order signed electronically and hence without the original signature of a judge shall have the same force and effect as if the judge had affixed his signature to a paper copy of the Order and entered it in a conventional manner. This provision also applies to Administrative Orders that are granted and routinely entered by the Clerk's Office.
4. Documents may be filed on-line at any time. Such filings will constitute entry of that pleading or other paper on the docket kept by the Clerk of Court in accordance with FRBP 5003. Documents to be filed at either location of the Clerk's Office shall be filed within the regular business hours of the Clerk's Office. The time zone of the division in which a case is filed will be the official time zone for filing and noticing purposes.
5. The electronic filing of documents shall be suspended if, under extraordinary circumstances, the system is out of service. The Clerk's Office will maintain a log of these occurrences for reference purposes. During such periods, filing conventionally via hard copy will be permitted. For emergency filing situations when the system is out of service during non-business hours, filers can make arrangements with the Clerk or the Clerk's designee for the acceptance of filings.
6. If the Clerk's Office deems it necessary to electronically scan a paper document into the Electronic Case Filing System, the electronically scanned document shall constitute the official record of the court, and the paper document may be discarded without further notice.

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7. Amendments to this Order and the *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* may be entered from time to time in keeping with the needs of the court.
8. Nothing contained in this Order is intended, or shall be construed to alter or modify any party's duties under the provisions of the Bankruptcy Code or the Federal Rules of Bankruptcy Procedure.

This Order is effective November 12, 2003

SIGNED this the 4th day of November, 2003

/s/ Lewis M. Killian, Jr.

Lewis M. Killian, Jr.
Chief United States Bankruptcy Judge