

SIGNATURES, RETENTION, REDACTION AND SERVICE

Signatures on Documents

- Requirements for signatures on documents filed in the ECF system are governed by the *“Administrative Procedures for Filing, Signing and Verifying Pleadings and papers by Electronic Means”* as adopted by Standing Order Number 11. A copy of the Administrative Procedures and Standing Order can be found on the court web site under the “Online Filing” tab.
- Signatures for the electronic filing of a petition, pleading, motion, claim or other documents are valid only when the following criteria are met:
 - When the filing is made using the attorney’s authorized log-in for the ECF system; and,
 - The .pdf filed contains either a scanned image of any original signature(s) or the electronic signature [i.e., **/s/ John Smith**] appears where an original signature would normally occur. The electronic signature **MUST** include the “**/s/**”

Retention Requirements

- Requirements for retaining documents filed in the ECF system are governed by the *“Administrative Procedures for Filing, Signing and Verifying Pleadings and papers by Electronic Means”* as adopted by Standing Order Number 11. A copy of the Administrative Procedures and Standing Order can be found on the court web site under the “Online Filing” tab.
- Retention requirements for documents filed electronically by authorized registered users are as follows:
 - All petitions, lists, schedules, statements, pleadings, affidavits and other documents that require verification under FRBP 1008 or an unsworn declaration as provided in 28 U.S.C. §1746 must be retained with the original signatures by the attorney or other registered user who files such a document or other paper for four (4) years after the closing of the case.
 - With respect to petitions filed electronically, the filing attorney shall retain an originally executed copy of Official Form 21 (Statement of Social Security Number) until four (4) years after the closing of the case.

Redaction Requirements (Privacy Information)

- Privacy requirements for documents filed in the ECF system are governed by Local Rule 9037-1 and the *“Administrative Procedures for Filing, Signing and Verifying Pleadings and papers by Electronic Means”* as adopted by Standing Order Number 11. The procedures are intended to comply with the E-Government Act of 2002. The Local Rules, Administrative Procedures and Standing Orders can be found on the court’s web site.
- In order to protect personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact, the following personal data identifiers from all documents and pleadings, including attachments:
 - Social Security Numbers: If an individual’s social security number must be included in a pleading, only the last four digits of that number should be used.
 - Names of minor children: If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I (Official Form 6), list the relationship and age of the debtor’s dependents (i.e., son, age 6).
 - Dates of birth. If an individual’s date of birth must be included in a pleading, only the year should be used.
- The responsibility for redacting personal identifiers described above rests solely with legal counsel and parties filing documents with the court. The clerk’s office will not alter, review or inspect any document for compliance with privacy rules. During the QC process, if the Case Administrator notices that a document or attachment contains private information of the sort listed under FRBP 9037, access to that document will be restricted and an Order Directing Immediate Compliance will be issued giving the filer fourteen (14) days to re-file the document with the required redactions.

Service of Pleadings

- Participation in electronic filing by receipt of a password provided by the Court constitutes a request for service and notice by electronic means pursuant to FRBP 9036. Registered participants of CM/ECF agree to receive notice and service by electronic means both from the Court and from other CM/ECF participants. Service by other means requires a judicial waiver. [See section II.B.2 of the *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* as adopted by Standing Order 11].
- An attorney filing a pleading or other paper electronically will serve the Notice of Electronic Filing by electronic means and such service will be considered the equivalent of service of the pleading by first class mail, postage prepaid, *if and only if* the recipient of

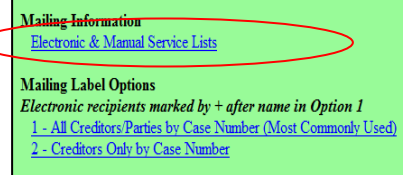
the notice or service is either a registered participant in the CM/ECF system and/or has agreed in writing with the filer to accept such service in lieu of service by first class mail.

- For all remaining parties and non-registered participants, the filing attorney shall serve the pleading or other paper upon all entitled in accordance with applicable rules. [See section below entitled “Service List & Label Production” to help determine which case participants need to be served by regular mail].

Service List and Label Production

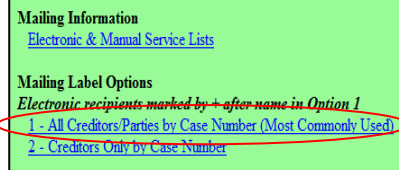
- Follow the steps below to view a service list describing which parties will receive notice by electronic means:

- Select “Bankruptcy” from the blue menu bar. A list of bankruptcy topics will appear. Select “Electronic & Manual Service Lists.” When prompted, enter the case number and click “Submit.”
- The system will display a list of all parties to the case and will identify which parties (or their attorneys) will receive electronic notice and which parties will need to be served by other means.
- Links appear at the bottom of the page to select a creditor list (listing all creditors) or a mailing matrix (listing all creditors and all case participants).



- Follow the steps below to produce a mailing list suitable for printing labels:

- Select “Bankruptcy” from the blue menu bar. A list of bankruptcy topics will appear. Select “All Creditors/Parties by Case Number....” When prompted, enter the case number and click “Submit.”
- The system will display a three-column list of creditors and parties in the case. The list of creditors will include creditors who will receive electronic notice. Recipients who have a plus sign (+) after their name are CM/ECF users in the Northern District of Florida and will receive notice of electronic filing in the case. It is not necessary to send a paper copy to parties who receive electronic notice.



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Practice tip:

To print mailing labels, use Avery 8160 labels or equivalent.