



United States Bankruptcy Court
Northern District of Indiana

Robert K. Rodibaugh United States Bankruptcy Courthouse
401 South Michigan Street
P.O. Box 7003
South Bend, Indiana 46634-7005

Harry C. Dees, Jr.
Chief Judge

Telephone: 574.968.2280
Facsimile: 574.968.2281

June 13, 2003

To Members of the Bankruptcy Bar

Dear Practitioners:

Effective June 30, 2003, a new paper document filing procedure will be implemented in the Fort Wayne Division of the Northern District of Indiana for all documents presented in paper form for filing. This procedure will be implemented in the remaining three divisions in this district as follows: South Bend Division and Hammond Division at Lafayette on July 7, 2003, and Hammond Division on July 14, 2003. Except for *pro se* debtor filings, court staff will no longer scan filings submitted on paper. The court will provide self-service scanning equipment in each clerk's office for public and bar use. This equipment will be available during our normal business hours, 9:00 a.m. through 4:00 p.m., Monday through Friday. Detailed instructions concerning the use of this equipment will be provided at each office. In addition, court staff will be available to answer questions concerning the use of this equipment. However, the court does expect the filing party will scan paper documents. Court staff will not scan documents.

In summary, the new procedure will call for you to present the original and one copy of your paper documents at the intake counter for review. Filing fees, where required, will be collected at this time. Court staff will return the original document to you for scanning at the public access scanning station. Once the document has been scanned, court staff will complete the filing transaction by placing the "file" date and time on the document. The court will retain the paper copy of the document that you supply while the original will be returned to you for retention in accordance with the order of this court authorizing electronic case filing. Please refer to the detailed instructions accompanying this letter for more information on this procedure. These instructions will also be posted at each public scanning station throughout the district.

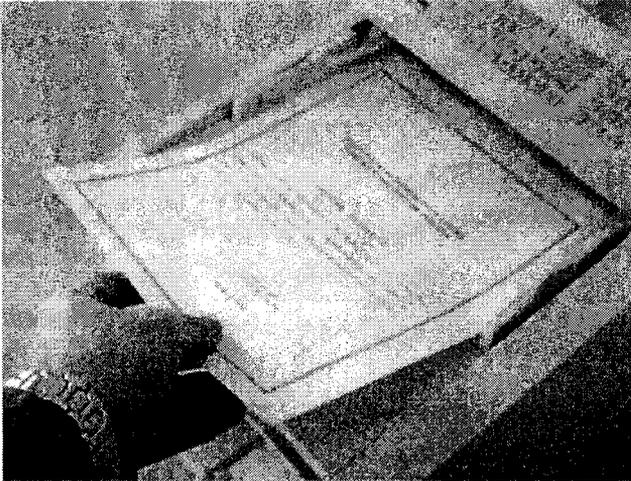
If you, or your support staff, are filing paper documents in person, you should plan on additional time spent in the clerk's office to scan these documents. In particular, if you will be filing more than two new bankruptcy petitions at the same time, I recommend that you visit the clerk's office before 1:30 p.m. Filing multiple matters late in the day will increase the amount of time that you spend in the courthouse to complete the filing process.

Sincerely,

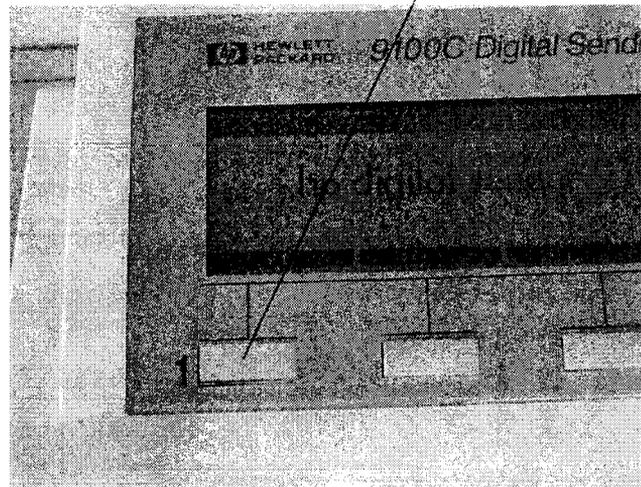
A handwritten signature in black ink, appearing to read "Harry C. Dees, Jr.", is positioned below the "Sincerely," text.

Chief Judge, United States Bankruptcy Court

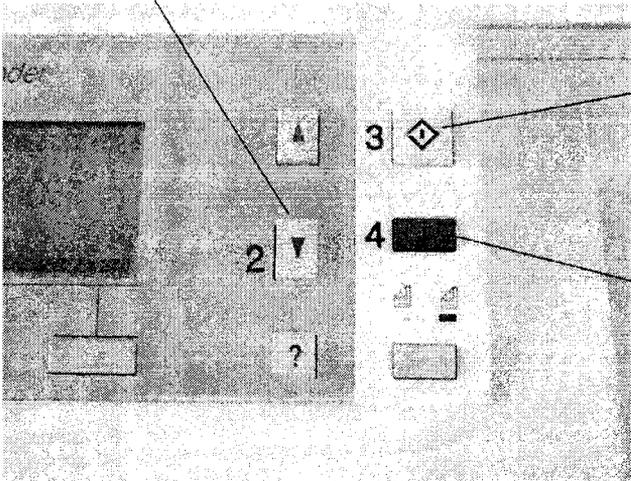
Scanning Instructions



Step 1 - Insert entire document to be scanned into the the Digital Sender, head first, face up. Press the "PC" Button (Button 1) on the Digital Sender..



Step 2 - Press the down arrow (Button 2).



Step 3 - Press the green "Scan" Button (Button 3).

Step 4 - When scanning is complete, remove the document and press the red "End" Button (Button 4). Return to Step 1 to scan another document.

When finished, return all scanned documents to the Intake counter to complete the filing process.