

Proposed change to the local rules for the United States Bankruptcy Court for the Northern District of Indiana. New material is indicated by redline, and deleted material is indicated by ~~strikeout~~.

B-5005-2

Form and Style ~~of Papers; Number of Copies~~

~~(a) All papers presented for filing~~Requirements

1 (a) The following format requirements apply to all papers submitted for filing, whether in
2 paper or electronic format:

3 (1) They shall be plainly typewritten or printed and double spaced, except for quoted
4 material.

5 (2) The title must be set out on the first page.

6 (3) Each page shall be consecutively numbered.

7 (4) All papers must be clearly legible.

8 (b) For filings submitted in paper format:

9 (1) They shall be flat and unfolded. ~~All filings, including exhibits and attachments~~
10 ~~thereto,~~

11 (2) They shall be on white paper of good quality, 8½" x 11" in size, printed on one side
12 of the paper only, ~~and shall be plainly typewritten, printed, or prepared by a clearly legible~~
13 ~~duplication process and double spaced, except for quoted material. The filings.~~

14 (3) They shall have no covers or backs and shall be fastened together at the top left
15 corner and at no other place. ~~The title of each filing must be set out on the first page. Each page~~
16 ~~shall be consecutively numbered and shall be prepunched with two holes at the top with~~
17 ~~sufficient top margin allowed so that neither caption nor text is destroyed or obscured.~~

18 ~~(b) Any attorney presenting (or having presented on their behalf), an affidavit or any other~~
19 ~~document signed~~

20 (4) If the filer wishes to receive a file-stamped copy of any paper document which is not
21 presented for filing in person, they shall provide a self-addressed, stamped envelope of adequate
22 size and postage.

23 (c) For filings submitted electronically:

24 (1) No paper submitted electronically may contain any watermarks, embedded links or
25 hyperlinks relating to websites promoting commercial products except when relevant to the
26 matter addressed in the filing. The failure to comply with this prohibition may result in the
27 imposition of appropriate sanctions.

28 (2) All papers submitted electronically shall comply with the technical requirements of
29 the court's Electronic Case Filing system.

30 (d) The originally signed paper copy of all documents submitted under oath or penalties of
31 perjury ~~for filing in a hard copy format - including a bankruptcy petition, statement, schedule or~~
32 ~~list or any amendment thereto - shall retain the originally signed document for no less than three~~
33 ~~(3)shall be retained by the filing attorney for at least three~~ years following the closing of the case
34 ~~and shall promptly produce the~~by the court. Examples of such documents include, but are not
35 limited to, affidavits, bankruptcy petitions, lists, schedules, statements, and amendments thereto.
36 Such originally signed ~~document~~documents shall be produced upon request. The failure to do so
37 may result in the imposition of sanctions, on the court's own initiative or upon the motion of the
38 case trustee, United States trustee, United States Attorney, or other appropriate party.

39 (e) Fax and email filings are not permitted and will not be accepted. If such transmissions are
40 received, they shall be of no effect and will be ignored.