

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 46634-7003

James Bonini
United States Bankruptcy Clerk

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September 27, 2002

To: Members of the Bar

Re: New Northern District Practices and Policies

On September 24, 2002, the Bankruptcy Judges of Indiana's Northern District adopted several revisions to local rule B-5005-1, the court's fax filing policy, and to procedures relating to electronic case filing (ECF). Accompanying this letter you will find copies of the orders approving these changes. To aid you in assimilating these changes into your practices, I want to provide you with a brief summary of the changes:

- Local rule B-5005-1(a) has been amended to require that all documents filed, including exhibits and attachments, comply with the same format requirements, 8 ½" x 11" and printed on only one side of the page. This change is in addition to revisions made by the court's order of August 27, 2002.
- Local rule B-5005-1(c)(2) has been amended to delete the requirement for delivery confirmation that was added by the court's order of August 27, 2002.
- General Order 2002-02 was signed on September 24, 2002. This order rescinds, effective December 1, 2002, General Order 94-1 which permitted the court to receive fax filings. Beginning December 1, 2002, the court will no longer accept any fax filings.
- On September 24, 2002, the court entered an amended order authorizing ECF. The original ECF order was signed on August 29, 2002. The amended ECF order contains several changes.
 - Paragraph 5 was amended to delete the requirement for delivery confirmation for documents being returned to the filer by the clerk.
 - Paragraph 11 was amended concerning the ways in which signatures may be indicated on documents electronically filed.

- Paragraph 11.c. On the petition, statement, schedules, lists and any amendments to these documents, the signature of the debtor may only be indicated by scanning the signature. The use of an electronic signature for the debtor (i.e., /s/ Debtor Name) is no longer acceptable.
- The attorney for debtor must provide a paper copy of the petition, statements, schedules, lists and any amendments to the assigned case trustee upon request of the trustee. (See the attached letter of September 26, 2002 from Alex Edgar, Assistant United States Trustee, and the attachment referenced therein summarizing Chapter 7 and 13 trustee requests regarding service of hard copy documents.)
- Paragraph 18 was revised to clarify the proper format for electronic documents. All documents, except for the matrix, must be in Adobe Acrobat portable document format, as PDF files. The matrix must be in a text (.txt) file.

Please review the full text of the attached orders. For your convenience you may also find copies of these orders, along with our local rules and general orders, on the court's web page. The address for our web site is: www.innb.uscourts.gov.

Thank you.

Very truly yours,

/s/

James Bonini
Clerk of Court

List of Chapter 7 & 13 Trustees Requesting Paper Filings

Trustee	Yes, serve me with a paper copy by mail or hand delivery	No, not at this time.
Donald M. Aikman		No, if attorney is ECF
R. David Boyer		No
Gary D. Boyn		No
Joseph D. Bradley		No
Paul R. Chael		No
Edward Chosnek	Yes	
David R. DuBois	Yes	
Rebecca Hoyt Fischer		No
Daniel L. Freeland	Yes	
Kimberly A. Gilbert	Yes	
Gordon E. Gouveia	Yes	
Calvin D. Hawkins	Yes	
Jacqueline S. Homann		No
Yvette Gaff Kleven		No
Kenneth A. Manning	Yes	
Debra L. Miller		No
Tedd E. Mishler	Yes	
J. Richard Ransel		No
David A. Rosenthal	Yes	
Martin E. Seifert		No
Mark A. Warsco		No
Stacia L. Yoon	Yes	

Updated 9/26/03