

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE

**STANDING ORDER NO. 25-3, ADOPTING REVISIONS TO THE CASE
MANAGEMENT/ELECTRONIC FILING POLICY STATEMENT AND
THE LOCAL BANKRUPTCY RULES**

Effective June 16, 2025, pursuant to the entry of Standing Order No. 25-3, revisions are adopted to the Case Management/Electronic Filing Policy Statement (“CM/ECF Policy”). (See Local Bankruptcy Rule 5005-2(A), which authorized the promulgation of and revisions to the same.) The revisions reflect the discontinued use of flash drives: CM/ECF Policies 1(B), 1(C), 4(C), 9(D), and 11(D). In addition, revisions are made to Local Bankruptcy Rule 1007-1(H) and Exhibit 5.

Charri S. Stewart
Clerk of Court

Date: June 16, 2025

Attachment

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

In re

Revisions to CM/ECF Policy)	
Statement 1(B), 1(C), 4(C), 9(D) &)	Standing Order No. 25-3
11(D), and Local Bankruptcy)	
Rule 1007-1(H) & Exhibit 5)	

**ORDER ADOPTING REVISIONS TO
CM/ECF POLICY STATEMENT 1(B), 1(C), 4(C), 9(D), and 11(D) and
LOCAL BANKRUPTCY RULE 1007-1(H) and EXHIBIT 5**

The Case Management/Electronic Case Filing Policy Statement (“CM/ECF Policy Statement”), as authorized for promulgation and revision pursuant to Local Bankruptcy Rule 5005- 2(A), is revised at CM/ECF Policy Statement 1(B), 1(C), 4(C), 9(D), and 11(D).

Amendments made to Local Bankruptcy Rules 1007-1(H) and amendments made to Exhibit 5—Instructions for Creditor Matrix, have been adopted and approved of by the Court.

NOW, THEREFORE, IT IS ORDERED that:

Effective June 16, 2025, the above-referenced amended Local Bankruptcy Rule, Exhibit, and CM/ECF Policy Statement revisions be and the same hereby are adopted.

Attachment

FOR THE COURT:


BRIAN F. KENNEY
Chief Judge, United States Bankruptcy Court

Dated: 6/16/2025

LBR 1007-1 LISTS, SCHEDULES AND STATEMENTS

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(H) *List of Creditors, Statement of Social Security Number, and Payment Advices or Other Evidence of Payment*

(1) **Filing:** The debtor shall file with the petition a list containing the name and address of each creditor which shall serve as a mailing matrix; provided, however, nothing shall prevent the debtor from seeking court authority to file such list under seal to protect individuals against potential identity theft, or other cause. If not filed via the Electronic Case Files System, the mailing matrix shall be submitted ~~on a flash drive~~ in the format specified by the Clerk. The mailing matrix shall suffice for the list of creditors referred to in FRBP 1007(a). As required under FRBP 1007(f), the debtor shall submit a verified statement that sets out the debtor's social security number (statement of social security number), or states that the debtor does not have a social security number. If not filed via the Electronic Case Files System, the debtor shall submit the statement with the petition.

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~~(3) **Waiver:** An exception to the requirement of submission of creditors on a flash drive will be considered by the Court only upon submission of a waiver request filed with the petition. The form shall be provided by the Clerk upon request. In addition to the waiver request, the debtor shall file the list of creditors in the scannable format specified by the Clerk. If the Court denies the request, the Clerk shall issue a notice that the request has been denied. The notice shall further provide that the debtor either must (a) submit the list of creditors on a flash drive not later than 3 days after the Clerk's notification that the request has been denied; or (b) attend a hearing to explain why the case should not be dismissed, unless excused by the Court or the Court deems the deficiency cured and cancels the hearing.~~

(43) *Payment Advices or Other Evidence of Payment:* Copies of all payment advices or other evidence of payment received within 60 days before the date of the filing of the petition by the debtor from an employer of the debtor shall:

(a) not be filed with the Court unless otherwise ordered and

(b) be provided to the trustee, and any creditor (who timely requests copies of the payment advices or other evidence of payment) at least 7 days before the date of the meeting of creditors conducted pursuant to 11 U.S.C. §341.

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INSTRUCTIONS FOR CREDITOR MATRIX

Last Revised: ~~November 15, 2019~~ June 16, 2025

The following instructions are applicable to all word processing software and third-party bankruptcy software packages:

(A) Open your word processing software and enter the creditor information, making sure of the following:

- Creditors are listed in a single column.
- There are two blank spaces separating each creditor.
- The second line of each creditor listed must be either a street address or a P.O. Box, with the periods included (e.g., 200 South Main Street or P.O. Box 241).
- The last line of each creditor must be in the format of City, State (two-letter abbreviation), Zip (e.g., Alexandria, VA 22314).
- No Account numbers or dollar amounts may be included within the creditor information.

(B) ~~Save your creditor matrix to a flash drive in plain text format.~~ File a printed copy of the creditor matrix with the Clerk's Office.

You may also create the creditor matrix using a designated computer terminal in the Clerk's Office.

CM/ECF POLICY 1–DESIGNATION OF CASES; APPLICATION; AND WAIVER

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(B) **Application:** Pursuant to CM/ECF Policy 2(A)(1)(a), a registered Electronic Case Files System (hereafter “ECF System”) User with full privileges shall electronically file all petitions, motions, memoranda of law, or other pleadings and documents (hereafter “documents”) with the Clerk according to the CM/ECF Policy. Pursuant to CM/ECF Policy 2(A)(2)(b), a governmental unit or institutional entity, as a User with limited privileges, shall electronically file the documents specified therein according to the CM/ECF Policy. These electronic filing requirements, however, are subject to ~~the waiver provision set forth in Paragraph (C) below and in~~ exceptional circumstances that prevent a User from filing documents electronically. A User shall abide by all of the requirements set forth in the CM/ECF Policy. An entity without legal representation that is not a governmental unit or institutional entity may electronically file a document(s) as specified at CM/ECF Policy 2(A)(2)(a).

~~(C) **Waiver:** An attorney, governmental unit and institutional entity may file a <<Request for Waiver to File by flash drive due to financial constraints and the inability to access the equipment necessary to comply with the requirements set forth at Paragraph (B) above. An attorney who is not able to file a document(s) on a flash drive shall file on paper and, further, shall scan the paper document(s) to a flash drive that is available to the Bar and public in the public areas of each division of the Court.~~

CM/ECF POLICY 4-ENTRY OF COURT-ISSUED DOCUMENTS

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~~(C) **Submission via Flash Drive:** A party who is unable to submit an order electronically shall submit a flash drive containing the proposed order to the Clerk. The order, inclusive of any attachment(s), exhibits and/or related document(s), shall be submitted in PDF format. The order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the order and shall comply with all other requirements of signature or proof of service set forth in <<LBR 9022-1>>. The list of parties shall be furnished in the appropriate format provided in the order processing procedure as set forth in the BOPS materials, located on the <<CM/ECF Users' Guides>> page and accessible through the Court's <<CM/ECF web site>>.~~

CM/ECF POLICY 9–SERVICE OF DOCUMENTS

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(D) *Service of ~~Flash Drive and Paper Filings~~*: Except as the presiding judge otherwise may direct, documents that are filed on ~~flash drive or paper~~; shall be filed in the manner provided for, and served on those parties entitled to notice, in accordance with the Federal Rules of Bankruptcy Procedure, the Local Bankruptcy Rules and this CM/ECF Policy.

CM/ECF POLICY 11 – PUBLIC ACCESS

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(D) *Antiviral Software*: A User retrieving and/or filing a document(s) shall utilize antiviral software that is updated on a daily basis, at all locations from which the ECF System is accessed for such purposes. ~~All flash drives also shall be scanned for viruses and worms before they are submitted for filing to the Clerk or submitted to a judge for any purpose.~~