

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

PUBLIC NOTICE

**AMENDMENTS TO CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF)
POLICY STATEMENT**

The Court entered Standing Order No. 08-4 on March 14, 2008, effective March 17, 2008, which, in part, adopted Local Bankruptcy Rule 5005-2. Pursuant to this Local Bankruptcy Rule, the Clerk of Court is permitted to promulgate and revise the Court's Electronic Case Files (CM/ECF) Policy. Promulgation of the CM/ECF Policy permits the Clerk to make necessary changes and is formatted in such a manner as to facilitate its reference by external ECF users, the bar and public in addition to Court users.

Amendments have been made to the following numbered CM/ECF Policies:

1. CM/ECF POLICY 3 – ELECTRONIC FILING; GENERALLY

CM/ECF Policy 3(F), *Designated Items for Inclusion in Record on Appeal*, has been deleted in light of the Court's amendment to Local Bankruptcy Rule 8006-1(B), which takes effect September 1, 2011.

2. CM/ECF POLICY 7 – RETENTION REQUIREMENTS

CM/ECF Policy 7(A), *Retention of Electronically Filed Documents*, has been amended to provide that documents filed that require original signatures must be maintained by the User (as defined in CM/ECF Policy 2) until 3 years after the case closes. This item includes other related information of interest.

The above referenced amendments are appended to this Public Notice.

The above amendments take effect Thursday, September 1, 2011.

William C. Redden
Clerk of Court

Date: August 19, 2011

Attachment

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA

CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF)
POLICY STATEMENT

CM/ECF POLICY 3 – ELECTRONIC FILING; GENERALLY

(A) *Effect of Electronic Filing*:

(B) *Electronically Filed Document Constituting Official Record*:

(C) *Document Filing Deadline*:

(D) *Fees Payable to the Clerk*:

(E) *Document Size and Scanner Settings*:

(F) ~~*Designation Items for Inclusion in Record on Appeal*~~: Copies of designated items for inclusion in the record on appeal shall be filed on paper in accordance with the Local Bankruptcy Rules. A scanned document, or a portion thereof, shall not exceed 8½ by 11 inches. Scanned images of textual records must meet the following requirements for scanning resolutions and pixel (bit) depth.

CM/ECF POLICY 7 □ RETENTION REQUIREMENTS

(A) *Retention of Electronically Filed Documents*: ~~Except as the presiding judge otherwise may direct, d~~Documents that are electronically filed and require original signatures, ~~other than that of~~shall be maintained by the User until 3 years after the closing of the case; ~~If in the ordinary course of the User’s business, the User shall be maintained in paper form by the User for the duration of the case, including any related adversary proceeding or period of appeal.~~ maintains imaged copies of that person’s records, the User may retain an imaged copy in lieu of the document with the original signature to the same extent that the User otherwise retains imaged records in the ordinary course of the User’s business. Upon request of the Court, the User shall provide such originally executed documents or imaged record, as the case may be, for review.

(B) *Retention of Paper Documents by the Clerk’s Office*: