

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA

AMENDED CM/ECF PRACTICES ADVISORY NO. 02-6

ELECTRONIC ORDER PROCESSING PROCEDURE FOR CIRCULATING
PROPOSED ORDERS FOR ENDORSEMENT PURPOSES

EXPANSION OF BANKRUPTCY CM/ECF VERSION 1 SUMMARY E-MAIL
NOTICES

USE OF ELECTRONIC ORDER PROCESSING PROCEDURE (BOPS) AND
ECF REGISTERED PARTICIPANT STATUS

1. **Electronic Order Processing Procedure for Circulating Proposed Orders for Endorsement Purposes**

An order proponent may circulate a proposed order via e-mail or facsimile transmittal for additional endorsement(s) under the Court's electronic order processing procedure. The order proponent must retain such documentation for the three-year post case-closing minimum period unless the Court orders a different period as set forth in the *Administrative Procedures* incorporated by reference in Standing Order No. 02-2, subparagraph II.C.1., therein.

Effective on and after January 1, 2003, orders submitted to the Court pursuant to the Court's electronic order processing procedure, as set forth in Standing Order No. 02-2, subparagraph II.E.1., must follow the instructions contained at page 3 of the *BOPS Attorney User's Guide* and in the sample order formats (including instructional information) attached thereto as Appendix A and Appendix B, respectively.

2. **Expansion of Bankruptcy CM/ECF Version 1 Summary E-Mail Notices**

The Administrative Office of the U.S. Courts has completed a software modification to Bankruptcy CM/ECF Version 1 that provides for the expansion of the ECF daily summary e-mail notices to include the entire docket text. This software modification has been incorporated into the Court's CM/ECF live database. The Clerk's Office has received positive comment from external users concerning this newly added functionality.

3. **Use of Electronic Orders Processing Procedure (BOPS) and ECF Registered Participant Status**

Pursuant to *CM/ECF Practices Advisory No. 02-5*, dated May 29, 2002:

Once the BNC notice of entry function is available and made operational under *Administrative Procedures* paragraph II.E., the submission of proposed order by electronic means, via

e-mail attachment, will be required for attorneys who are CM/ECF registered participants. The Clerk's Office will advise the public and Bar of the Court when the BNC notice of entry function is available and operational.

The Clerk's Office is assessing Bankruptcy CM/ECF Version 2 to confirm that the notice of entry function will be available for this purpose. A late spring 2003 migration from Bankruptcy CM/ECF Version 1 to Version 2 is anticipated. BOPS users who are not presently ECF registered participants are strongly encouraged to make arrangements for training with the Clerk's Office to become ECF registered participants.

Date: December 23, 2002

William C. Redden
Clerk of Court