

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

CM/ECF PRACTICE ADVISORY NO. 02-3

INSTRUCTIONS FOR FILING VIA DISKETTE

SAVING PETITIONS AND OTHER PLEADINGS TO DISKETTE:

- Parties with legal representation must file petitions and pleadings in accordance with the Administrative Procedures Exhibit, which is incorporated by reference in and appended to Standing Order No. 01-6.
- If there is an inability to file electronically via the Internet, absent a court granted waiver allowing an attorney to file conventionally, the attorney must submit petitions and other pleadings on diskette to the Court, for filing.
- As set out in the Administrative Procedures, the standard format for making submissions on diskette is Adobe Acrobat (.pdf) format. If your computer system is set up with (full package) Adobe Acrobat software, you will be able to convert a bankruptcy petition from your petition software directly to .pdf format. You also will be able to convert documents developed in your word processing software directly to .pdf format. This is **critically** important so you can avoid unnecessary printing and scanning of documents. If you **do not** have the full version of Adobe Acrobat, you will need to work with your software vendor to determine a means by which to save the petition, or other pleading, in a format that will be acceptable to the Court. Acceptable file formats are Word, WordPerfect, Rich Text Format and MS DOS Text. Each diskette holds 1.44 megabytes of data (1,440 kilobytes). Most petitions and schedules, or other pleadings, can fit on one diskette.

Two important reminders:

- ❖ The procedure for submitting the creditor matrix remains unchanged. Creditors are saved to diskette in **text** format.
- ❖ Filings shall indicate a signature with the filing party's name typed in full, e.g., /s/ Jane Doe, **on the signature line** followed by the filer's typewritten name.

SCANNING AND SAVING PETITIONS AND OTHER PLEADINGS TO DISKETTE:

The scanning of documents is **not** encouraged. If you find, however, that you **must** scan a petition(s) or other pleading(s), please follow the instructions set forth below:

- A. **Scanner Settings** - To optimize the scanning *and* saving of your petition(s)/pleading(s), it is essential that the settings on your scanner be set as follows:
- 1) Mode - Black and White,
 - 2) Paper Size - Letter - 8 ½ x 11 inches,
 - 3) Resolution - no greater than 300 dpi (dots per inch) – most of the time may be set at 150 dpi or 200 dpi, and
 - 4) Dither (if option) - None

B. Scanning and Saving Petitions and Other Pleadings

- 1) Scan and save each document separately.
- 2) Only save documents in one case per diskette
- 3) **Importantly**, more than one document per case may be saved on the **same** diskette. Most petitions and schedules, or other pleadings, can fit on one diskette.

C. Labeling your Diskette

The following information must be included on a label affixed to each diskette submitted to the court:

- 1) Disk Number (i.e. 1 of 1, etc.),
- 2) Case Number,
- 3) Case Name,
- 4) Pleading Description, and
- 5) Name and Telephone Number of Attorney

Sample Diskette Label

Disk #:
Case #:
Case Name:
Pleading Descr.:
Atty. Name & Phone #:

Date: April 2, 2002

William C. Redden
Clerk of Court