

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

PUBLIC NOTICE

**STANDING ORDER NO. 21-8, ADOPTING REVISION TO CLERK'S CASE
MANAGEMENT/ELECTRONIC CASE FILES POLICY STATEMENT**

Effective April 26, 2021, pursuant to the entry of Standing Order No. 21-8, a revision is adopted to the Clerk's Case Management/Electronic Case Files Policy Statement ("CM/ECF Policy"). (See Local Bankruptcy Rule 5005-2(A), which authorized the promulgation of and revisions to the same.) The revision, at CM/ECF Policy 4(B), requires that orders shall be submitted only in PDF format via e-mail attachment. A revision also is made to CM/ECF Policy 4(C) regarding the submission of orders and any accompanying attachments, exhibits or other related documents, via flash drive, when a party is not able to submit the same electronically. In these instances, the accompanying attachment(s), exhibit(s) and/or other related document(s) only shall be submitted in PDF format.

William C. Redden
Clerk of Court

Date: March 31, 2021

Attachments

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

In re

))
Revision to Clerk's CM/ECF Policy) Standing Order No. 21-8
Statement: 4))
)

**ORDER ADOPTING REVISIONS TO CLERK'S CASE MANAGEMENT/ELECTRONIC
CASE FILES POLICY STATEMENT 4**

The Clerk's Case Management/Electronic Case Files System 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 4, as follows:

1. Revised CM/ECF Policy 4(B) requires that orders shall be submitted only in PDF format via e-mail attachment.
2. Revised CM/ECF Policy 4(C) relates to the submission of orders and any accompanying attachments, exhibits or other related documents, via flash drive, when a party is not able to submit the same electronically. In these instances, the accompanying attachment(s), exhibit(s) and/or other related document(s) only shall be submitted in PDF format.

NOW, THEREFORE, IT IS ORDERED that:

Effective April 26, 2021, the above-referenced CM/ECF Policy Statement revision be and the same hereby is adopted.

Attachment

FOR THE COURT:

/s/ Frank J. Santoro
FRANK J. SANTORO
Chief Judge, United States Bankruptcy Court

Dated: March 31, 2021

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

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

REVISION TO POLICY STATEMENT 4(B) AND 4(C)



**Effective April 26, 2021
(Ver. 03/31/2021)**

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

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

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

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(B) ***Submission via E-Mail Attachment:*** A User shall submit an order(s) as a ~~Microsoft Word, WordPerfect or Rich Text PDF~~ PDF format e-mail attachment in accordance with the order processing procedure set forth in the Bankruptcy Orders Processing Solution (BOPS) materials, located on the <<CM/ECF Users' Guides>> page and accessible through the Court's <<CM/ECF web site>>. 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 endorsement 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 set forth in the BOPS materials, located on the <<CM/ECF Users' Guides>> page and accessible through the Court's <<CM/ECF web site>>.

(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), exhibit(s) and/or related document(s), shall be submitted in PDF format. ~~either Microsoft Word or WordPerfect format together with~~ 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 endorsement 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>>.