

**UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

|                                       |   |                |
|---------------------------------------|---|----------------|
| In re                                 | : | Standing Order |
|                                       | : |                |
| <b>AMENDMENT 2 TO STANDING ORDER:</b> | : | No.            |
| M-03-3005, PROVISIONS FOR             | : |                |
| ELECTRONIC FILING.                    | : |                |

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**ORDER**

**AND NOW**, this 19th day of October 2004, this Court having issued Standing Order No. 03-3005 on April 1, 2003 (the “Standing Order”) providing for the implementation of electronic case filing in this Court;

**And** that Standing Order approved Exhibit A attached thereto (Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means);

**And** it now becomes necessary to amend Exhibit A by reason of this Court’s requirement, effective January 15, 2005, that all attorneys become “Filing Users” (i.e., hold a court-issued log-in to the Electronic Filing System and file documents only through the Electronic Filing System);

And it further becomes necessary to amend Exhibit A to clarify that Filing Users may not allow court-issued passwords to be used by third parties not under their employ;

**NOW, therefore**, it is hereby **ORDERED** that:

1. Attorneys appearing in this Court shall file all papers electronically as of **January 15, 2005**, and shall register in the Court’s CM/ECF system for that purpose by **December 15, 2004**.

2. Attorneys who will not be able to file electronically by January 15, 2005, or who are thereafter unable to do so, may apply for an extension or waiver. Such requests shall be made by letter, addressed to the Clerk, showing good cause to file and serve pleadings in the traditional manner, and setting forth why the attorney is unable to comply, what steps have been taken to comply, and how long compliance will take. Requests will be determined by the Chief Judge or her designee.

3. Unless otherwise ordered by the Court, attorneys who are granted extensions or waivers will be required to comply with paragraph c. of Amendment 1 to the Standing Order which requires paper filings to be accompanied by a disk or CD-ROM containing in portable document format (PDF) all documents filed with the Court. Attorneys who are granted extensions or waivers and are unable to create and submit computer disks in PDF format may scan the paper document utilizing a document scanner that will be available in the Clerk's Office. Documents not accompanied by a PDF formatted disk or scanned by the attorney shall be found deficient and may, after notice to counsel with an opportunity to cure the defect, be stricken by the Court.

4. Counsel appearing pro hac vice shall, within ten (10) days of the order so admitting, register for electronic filing or comply with the show cause procedure described above, unless local counsel is a Filing User and will be responsible for filing all pleadings with the Court.

5. Paragraph 8(b) of Procedures shall be amended to substitute "an employee of the Filing User who has been trained in the use of CM/ECF" for "authorized agent."

**FOR THE COURT:**

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DIANE WEISS SIGMUND  
Chief U.S. Bankruptcy Judge