

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF PENNSYLVANIA

GUIDELINES FOR FILING DOCUMENTS IN PDF FORMAT ON DISK

Each disk must contain a copy of the document in Portable Document Format (PDF) and must be accompanied by a paper copy of the document.

Each disk must be clearly labeled with the case name, number and caption of the document.

Each disk must contain only one document with the following exceptions:

A petition, schedules A through J, statement of financial affairs, attorney's disclosure statement, summary of schedules and debtor's statement of intent may be submitted on one disk.

A motion package containing the motion, notice of motion, certificate of service, proposed order and/or affidavit may be submitted on one disk.

A matrix must be submitted on a separate disk and must be in text format (.txt).

The maximum file size that the CM/ECF system will accept is 2 megabytes. If the file size exceeds 2 megabytes after the document is saved to a disk, the file must be separated into separate files. If the document exceeds 20 pages in length, it should be divided into sections of no more than 20 pages each, all of which can be contained on one disk.

Disks will not be returned by the clerk's office after uploading.

One computer and one document scanner will be available in each of the Philadelphia and Reading clerk's offices for use by attorneys who are unable to create and file documents in PDF format in their offices. Detailed written instructions will be available at these stations.

11/25/03