

## [5005-1. Electronic Case Filing \(ECF\).](#)

### **PART V. COURTS AND CLERKS**

#### **(a) Establishment of Electronic Case Filing Procedures.**

The Clerk is hereby authorized to establish and promulgate Electronic Case Filing Procedures (the “ECF Procedures”), including the procedure for registration of ECF participants (“Registered Participants”) and for distribution and use of passwords to permit electronic filing by Registered Participants and notice of pleadings and other papers via the Electronic Case Filing System (the “ECF System”). The Clerk may modify the ECF Procedures from time to time, after conferring with the Chief Bankruptcy Judge and such other judges as he or she shall designate. The ECF Procedures and all other materials referenced in this rule shall be made available to the public by posting on the Court’s web site.

#### **(b) Mandatory Attorney Use of ECF System.**

**(1)** Unless exempted by the Court pursuant to the Revised ECF Exemption Procedures, all attorneys practicing in the Court, including attorneys admitted *pro hac vice*, are required to file all documents (including documents to be placed under seal) electronically via the ECF System. By filing a document using the ECF System an attorney certifies under penalty of perjury:

**(A)** The attorney is authorized to practice in this district, and is in good standing with the attorney’s governing bar, in accordance with Civil Local Rule 11-1, as incorporated by B.L.R. 1001-2; and

**(B)** The attorney has reviewed the document to ensure it conforms to the original document, and retains the original document in accordance with the document review and retention requirements provided by these rules and the ECF Procedures.

**(2)** Except as provided by the ECF Procedures, a Registered Participant attorney shall not permit another attorney or other person to use the Registered Participant attorney’s ECF password to access, electronically file documents or otherwise use the ECF System.

#### **(c) Electronic Filing of Documents.**

**(1)** The electronic transmission of a document to the Court in a manner consistent with the ECF Procedures, together with the Court’s return transmission of a “Notification of Electronic Filing,” shall constitute the filing of the document and its entry on the Court’s docket for purposes of Bankruptcy Rule 5003.

**(2)** Documents filed electronically via the ECF System must comply with all specifications provided by the ECF Procedures and these rules, including but not limited to converting electronic documents created from word processing or case processing software to a text searchable PDF format prior to filing, and all page and formatting requirements.

#### **(d) Court Record.**

The official file in all divisions shall be the electronic file. All documents filed in paper form will be scanned into the ECF System and will only be accessible electronically.

#### **(e) Sanctions.**

The ECF Procedures and the ECF User Manual instruct on how to use the ECF System. A Registered Participant attorney’s non-compliance with the ECF Procedures or the E-Filing User Manual, including but not limited to misuse of the ECF System, may result in a suspension or revocation of the Registered Participant attorney’s ECF System access and use privileges, an order to complete additional ECF training, or the imposition of monetary or other sanctions as the Court deems appropriate.

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