

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

James J. Waldron, Clerk



**NOTICE TO CHAPTER 7 CASE TRUSTEES AND CHAPTER 13 STANDING
TRUSTEES REGARDING ELECTRONIC CASE FILING
EFFECTIVE JANUARY 21, 2003**

As the Court's Case Management/Electronic Case Filing System ("CM/ECF") continues to evolve, the Clerk's Office, with the approval of its Board of Judges, has found it necessary to implement certain procedural changes in order to accommodate significant budgetary and staffing constraints.

Please be advised that **effective January 21, 2003**, the Court will no longer be retaining hard copies of conventionally filed documents once they have been scanned and the electronic image has been quality controlled by Staff. Pursuant to the Judicial Conferences' *Model Rules for Electronic Case Filing*, the electronic record is the Court's "official record" for purposes of Fed. R. Bankr.P. 5003.

The significant exception to the above transition involves the retention of conventionally filed petitions. Pursuant to its agreement with the United States Trustee, the Court will retain signature pages of all hard copy original petitions filed prior to January 21st, 2003. After that date, the following procedure will apply:

Chapter 11 petitions - Original petitions will be forwarded to the Office of the United States Trustee which will retain them consistent with its records retention procedures..

Chapter 7 and Chapter 13 petitions - Case and Standing Trustees will have the option of either (a) physically retrieving the original petitions from the Court on a regularly scheduled basis, or (b) receiving by mail from the Court, the signature pages of the petitions. The documents must be retained by the Panel and Standing Trustees consistent with the records retention

requirements imposed by the Office of the United States Trustee.

As always, the Court sincerely appreciates the cooperation of both the Office of the United States Trustee as well as its Case and Standing Trustees in its successful implementation of CM/ECF. Please notify the Court prior to January 21, 2003, of your choice with respect to receipt of petitions or signature pages, so that a master list can be maintained.

Should you have any questions regarding this policy, kindly contact: Lisa Seiler, Trustee Liaison at (609) 989-2200 ext. 243.