

UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF IOWA

IN RE:

Standing Order No. 1

Filing, Signing and Verifying of )  
Pleadings and Other Papers in ) ORDER ADOPTING ELECTRONIC CASE  
the Electronic Case Filing System ) FILING AND CASE MANAGEMENT  
PROCEDURES

Federal Rule of Civil Procedure 83 and Federal Rules of Bankruptcy Procedure 5005(a)(2) and 9029 authorize this court to establish procedures for electronically filing, signing, verifying, and maintaining pleadings and other papers;

the Administrative Procedures for Filing, Signing, Verifying, and Maintaining Pleadings and Other Papers in the Electronic Case Filing System (hereafter "Procedures") have been reviewed by the court;

the Procedures are consistent with and further the responsibility of the Clerk of Court (hereafter "Clerk") for the control of the court's docket under FRBP 5003, including safeguarding the integrity of the docket;

the Procedures do not impose fees inconsistent with the present fee structure adopted by the Judicial Conference of the United States pursuant to 28 U.S.C. sections 1913, 1914, 1926 and 1930;

the Procedures provide a means for the signing of pleadings and papers by the mechanism of a password, in compliance with LR 5005-4(A), and by a secure mechanism for the creation and distribution of passwords;

the Procedures provide adequate methods for filing pleadings and other papers and for access to review and retrieval of public records of this court by parties who are not able to access the Electronic Case Filing System from remote locations by modem;

the Procedures do not impair the ability of the Clerk to perform statistical reporting responsibilities both to the court and to the Administrative Office of the United States Courts; and

the Procedures are consistent with notice requirements of the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules:

NOW, THEREFORE, IT IS ORDERED that:

1. The Administrative Procedures for Filing, Signing, Verifying, and

Maintaining Pleadings and Other Papers in the Electronic Case Filing System, attached hereto as Exhibit 1, including the procedures for registration of attorneys and distribution of passwords are hereby approved by the court.

2. A petition, pleading, motion or other paper filed electronically by an attorney who is a registered participant in the Electronic Case Filing System shall be the equivalent of a filed paper containing the written signature of that attorney under Fed.R.Bankr.P. 9011 and LR 5005-4(A).
3. An attorney shall not permit his or her password to be used by anyone other than an authorized employee of his or her law firm
4. No one shall intentionally use or cause another person to use the password of a registered attorney unless such person is an authorized employee of the law firm.
5. The electronic filing of a pleading or other paper in accordance with the Procedures shall constitute entry of that pleading or other paper on the docket kept by the Clerk under Fed.R.Bankr.P. 5003.
6. The Clerk shall enter all orders, decrees, judgments, and proceedings of the court in accordance with the Procedures, and such entry shall be an entry on the docket under Fed.R.Bankr.P. 5003 and 9021.
7. Notice of Electronic Filing
  - a. Whenever a pleading or other paper is filed electronically, at the time of its docketing, the Electronic Case Filing System will automatically generate a Notice of Electronic Filing and serve it on all registered participants entitled to service of the notice.
  - b. The filing party shall, under applicable rules, serve the pleading or other paper upon all entities entitled to service who are not registered participants in the Electronic Case Filing System.
  - c. If the entity entitled to service is a registered participant in the Electronic Case Filing System, service of the Notice of Electronic Filing shall be the equivalent of service of the pleading or other paper by first-class mail, postage prepaid.

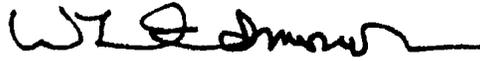
8. Participation in the Electronic Case Filing System by obtaining a password from the court shall constitute a request for service and notice electronically pursuant to Fed.R.Bankr.P. 9036. Participants in the Electronic Case Filing System, by obtaining a password from the court, agree to receive notice and service by electronic means.
9. The original of this order shall be filed with the Clerk both in paper form and in accordance with the Procedures.
10. The provisions of this order shall apply to all electronically filed cases and proceedings presently pending and those subsequently filed in the United States Bankruptcy Court for the Northern District of Iowa. Amendments to this order may be entered from time to time in keeping with the needs of the court.

This order shall take effect on April 1, 2002.

Dated: March 25, 2002



/s/ Paul J. Kilburg  
PAUL J. KILBURG, CHIEF JUDGE



/S/ William L. Edmonds  
WILLIAM L. EDMONDS, JUDGE