

**UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF IOWA
OFFICE OF THE CLERK**

Sean F. McAvoy
Clerk of Court

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June 18, 2004

A letter to the Bankruptcy Community:

Re: January 1, 2005 - Administrative Procedures Update - **Mandatory ECF Usage**

Effective **January 1, 2005**, the Northern District of Iowa's *Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Other Papers in the Electronic Case Filing System*, an Exhibit to Standing Order #1 (Administrative Procedures), will be amended to increase the scope of required attorney participation in the Bankruptcy Court's Electronic Filing System (CM/ECF).

The updated Administrative Procedures will require that all attorneys admitted to the bar of this court (including those admitted *pro hac vice*) who file, on the average, in excess of eleven (11) pleadings or other papers within a calendar year (excluding Proofs of Claim), register as Filing Users of the court's Electronic Filing System. The updated Administrative Procedures also announce a process for imposing monetary sanctions against attorneys who either meet the criteria for electronic filing participation and fail to register, or registered Filing Users who continue to file by conventional means. Finally, these updates/revisions to the Administrative Procedures provide a remedy for those attorneys who meet the criteria of required participation, but experience exigent circumstances that preclude their effective/efficient use of the court's Electronic Filing System.

The **January 1, 2005** update to the Northern District of Iowa's *Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Other Papers in the Electronic Case Filing System*, an Exhibit to Standing Order #1 (Administrative Procedures), is available for immediate reference on the court's web site www.ianb.uscourts.gov, under the "Local Rules and Procedures" link of the CM/ECF Information Center.

In preparation for this move to required electronic filing participation, I have instructed my Training Coordinator, Ms. Rebecca Hoefler to schedule additional CM/ECF Registration Training sessions throughout the remainder of calendar year 2004. The revised schedule of classes offered between June 1, 2004 and December 30, 2004 in both the Sioux City and Cedar Rapids court locations is attached to this letter. Please be sure to register at your earliest convenience, as I am sure these

classes will fill quickly.

Thank you in advance for your attention in this matter. Please feel free to call me if you have any questions pertaining to this policy change.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean F. McAvoy". The signature is fluid and cursive, with a large, prominent loop at the end.

Sean F. McAvoy
Clerk of Court

IANB CM/ECF Attorney Training Classes

Cedar Rapids

All class times for the CR Location
run 8:30 AM - 12:30 PM

June 2004

6/24/04

July 2004

7/22/04

August 2004

8/18/04

8/25/04

September 2004

9/15/04

9/22/04 * Creditor Class

October 2004

10/20/04

10/28/04

November 2004

11/10/04

11/18/04

December 2004

12/1/04

12/9/04

Sioux City

All class times are 8:30 - 12:30
Unless otherwise noted

July 2004

7/21/04

August 2004

8/11/04

October 2004

10/27/04

November 2004

11/10/04

December 2004

12/8/04