

**THE FUTURE
IS
NOW**



**ADMINISTRATIVE
PROCEDURES FOR
ELECTRONIC FILING**

United States Bankruptcy Court
Eastern District of North Carolina

THE FUTURE IS NOW....

The United States Bankruptcy Court for the Eastern District of North Carolina is pleased to offer electronic filing via CourtWatch, L.L.C.

The Federal Rules of Bankruptcy Procedure 5005(a)(2) and 9029 authorize courts to establish practices and procedures for filing, signing, and verification of pleadings and papers by electronic means. This court has contracted with CourtWatch, L.L.C. to provide a system for the filing of documents with the court by electronic means and to provide for the integration of such delivery system with the court's current filing and retrieval system. The court has prepared for the transition into the electronic age by amending its local rules to address electronic filing. Additionally, the clerk has prepared administrative procedures, which may be amended from time to time, to address specific technical and procedural issues. Also, the court has entered a general order authorizing the contract with CourtWatch, L.L.C.

After registering with CourtWatch at the website www.courtwatch.com, you will have the capability to file documents with the court twenty-four hours a day, seven days a week and 365 days a year (excluding reasonable downtime for system maintenance).

WHAT'S COMING IN THE FUTURE.....

During the next eighteen to twenty-four months, the court will be migrating to a new case management/electronic filing system (CM/ECF). CM/ECF is a two-part solution to the judiciary's case management and filing needs. It will replace the aging case management application, NIBS, which will soon be unsupported. At the same time that the judiciary is replacing outdated case management systems, today's technology has advanced to the point that information can be efficiently and securely exchanged electronically. Accordingly, the system will offer the capability for electronic files, including the ability to accept court filings over the Internet.

How and When?

The new case management system (CM) is expected to replace the current NIBS system sometime within the next two years. Once this conversion is complete, the clerk's office will evaluate the use of Judiciary's Electronic Case Filing (ECF).

In an effort to provide a greater service to the public, the court is pleased to offer electronic filing services now through the CourtWatch electronic delivery system for a nominal fee. See CourtWatch's web page at www.courtwatch.com.

ADMINISTRATIVE PROCEDURES GOVERNING ELECTRONIC FILING

I. REGISTRATION FOR THE ELECTRONIC CASE FILING SYSTEM (ECF System)

- A. **PASSWORDS.** Each attorney admitted to practice in this court shall be entitled to one system password to permit the attorney to participate in the electronic retrieval and filing of pleadings and other papers in accordance with the system. Paragraph 1(b) governs registration for user ID and password.
- B. **REGISTRATION.**
 - 1. Each attorney/participant in the ECF System shall register at the website www.courtwatch.com. Registration as a firm is not permitted.
 - 2. Each attorney/participant registering for the system will receive an e-mail from CourtWatch with an authorization code and a user ID and password confirmation. The authorization code will be unique to the registrant and must be entered once by the user prior to the first submission of an electronically filed pleading.
 - 3. Once registered, an attorney/participant may withdraw from participation in the system. Upon receipt of the request, CourtWatch will immediately cancel the attorney/participant's password and will delete the attorney/participant from any applicable electronic service list.

II. ELECTRONIC FILING OF DOCUMENTS.

A. DOCUMENTS IN CASES

- 1. All documents which form a part of a pleading, motion or application and which are being filed at the same time and by the same party may be electronically filed simultaneously and constitute one docket entry, e.g., motion and supporting affidavit, notice of motion, and certificate of service (if CourtWatch's certificate of service is not used).
- 2. Proposed orders must be submitted simultaneously with the associated pleading, motion or application. The proposed order must be identified as a "primary document" in a text (.txt) format. (*NOTE: There is no primary document fee charged by CourtWatch for this document; however, there is a per page charge which is currently 10 cents*).
- 3. Proposed consent orders must be submitted as a "primary document". (*NOTE: There is no primary document fee charged by CourtWatch for this document; however, there is a per page charge which is currently 10 cents*). The document may be scanned to reflect all signatures or may be submitted with electronic signatures in accordance with Local Rules 5005-4(7) and 5005-4(8).
- 4. The matrix must be submitted in a text format as an "attachment" to the petition.

B. ADVERSARY PROCEEDINGS

- 1. The complaint, adversary proceeding cover sheet and the summons must be submitted simultaneously.

2. Each document, i.e., complaint, cover sheet and summons will be filed as “primary documents;” however, there is no primary document fee charged by CourtWatch for the cover sheet or the summons. There is a per page charge which is currently 10 cents.

III. FEES PAYABLE TO THE CLERK. For filings that require a fee, authorization of credit card payment must be supplied directly to the Clerk, U. S. Bankruptcy Court, Eastern District of North Carolina, on the form set forth with these procedures.

May 8, 2002

Peggy B. Deans
Clerk of Court

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NORTH CAROLINA**

CREDIT CARD AUTHORIZATION FORM

INSTRUCTIONS: Please type or print. Mail completed and signed form to:

“CONFIDENTIAL

**United States Bankruptcy Court
Eastern District of North Carolina
ATTN: FINANCIAL ADMINISTRATOR
Post Office Box 2807
Wilson, NC 27894-2807”**

FIRM/COMPANY: _____

Phone Number: _____

Credit Card Type: Visa MasterCard Discover American Express Diners Club

Card Holder Name: _____

Credit Card Number: _____-_____-_____-_____

Expiration Date: __ __/__ __ (MM/YY)

Credit Card Statement Mailing Address: _____
(Please be sure to list the address where the credit card company sends your statements).
Street Address or P. O. Box

City, State & Zip

I acknowledge that the above information is accurate and that I am an authorized signer of the account. I hereby authorize the United States Bankruptcy Court for the Eastern District of North Carolina to charge the above credit card account for court filing fees incurred by me, my firm or company.

Date: _____

Signature

Print Name

This form, which will be kept on file in the Clerk’s Office, shall remain in effect until

specifically revoked in writing. It is the responsibility of the attorney/firm named herein to notify the Clerk's Office, Financial Administrator, of the new expiration date when a credit card has been renewed, or if a card has been canceled or revoked.