



Case Management

CM / ECF

Electronic Case Files

**United States Bankruptcy Court
For the
District of Alaska**

Administrative Procedures
Guide



ECF ADMINISTRATIVE PROCEDURES - INDEX

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ECF ADMINISTRATIVE PROCEDURES

1. *Participation and Registration in the Electronic Case Filing System*

A. Participation

1. **Mandatory Users:** The US Trustee's Office and each panel trustee in this district are designated as mandatory users of the CM/ECF system.
2. **Attorneys in Alaska:** Any attorney who is admitted to practice before the United States District Court for the District of Alaska and is a member in good standing with the Alaska Bar is eligible to participate in the Electronic Case Filing portion of the CM/ECF system.
3. **Out-of-State Attorneys:** Any attorney who is not admitted to practice in this district, but wishes to file documents electronically, may request permission to participate from the systems staff. In order to receive a password, the attorney must contact the systems staff and establish that he or she is an electronic filer in another district and is proficient in electronic filing of pleadings. The attorney must then submit 'homework' to this Court for review. After completion, he or she will be issued a password to participate in the Electronic Case Filing portion of the CM/ECF system. *An attorney not admitted in this district who is issued a password must still file a motion to appear **pro hac vice** in each case in which he or she wishes to appear, as provided in AK LBR 2090-1(b).*
4. **Other Parties:** Other parties may be eligible to participate in the Electronic Case Filing portion of the CM/ECF system upon completion of the training program and with the written approval of the systems management team.

B. Designation of Cases

The United States Bankruptcy Court for the District of Alaska is designated as a CM/ECF court, and all cases in this District are assigned to the CM/ECF system. Any pleading filed after **OCTOBER 1, 2001**, is eligible to be filed electronically. Any document that was previously viewable on Racer will now be viewable on the CM/ECF system.

C. Registration / Certificate

- 1. Training Program:** In order to participate in the system, an attorney must complete the training program established by the Court and be certified by the training staff as proficient.
- 2. Attorney Certification for CM/ECF:** An "Attorney Certification for CM/ECF" form (provided by the Clerk's Office) must be submitted to the Court by each attorney wishing to participate in the electronic case filing portion of the CM/ECF system. Once the Court adopts the use of credit cards for payment of court fees (anticipated to be sometime after July 1, 2002), the attorney will also be required to provide authorization for credit card payment before receiving a login and password.
- 3. Assignment of Password:** After completion of training and submission of the Attorney Certification for CM/ECF, an attorney will be provided with **one** system login and password. The attorney will then be considered a *registered user* of the system.
- 4. Withdrawal from CM/ECF:** An attorney may withdraw from participation in the CM/ECF system by providing the clerk of court with *written notice of intent to withdraw*. Upon receipt of this written notice, the Clerk's Office will immediately cancel the attorney's password and delete the attorney from any applicable electronic service list. *Withdrawal from the CM/ECF system does not authorize the attorney to withdraw as the attorney of record for his/her client.* The attorney still must follow the procedures set out in the local rules to withdraw as attorney of record.

D. Passwords

1. **Assignment of Password:** After completion of training and submission of the Attorney Certification for CM/ECF, an attorney will be provided with **one** system login and password by the Clerk's Office. The password will permit the attorney to participate in the electronic filing, noticing and retrieval of pleadings and other documents in the CM/ECF system.
2. **Use of Password Constitutes Attorney's Signature:** *Use of the password assigned to an attorney, by either the attorney **or** members of his or her staff, constitutes the signature of that attorney on all pleadings and documents which are electronically filed in the CM/ECF system. Attorneys must protect the security of their password to ensure that only authorized staff members may access the system on their behalf for purposes of electronic filing.*
3. **Maintenance of Password is Attorney's Responsibility:** Once a password has been assigned, it becomes the attorney's responsibility to maintain it and protect its integrity. If an attorney believes that the security of his or her existing password has been compromised, the attorney must **immediately** change the password in the CM/ECF system. If an attorney forgets a password, he or she may contact the Clerk's Office, which will issue a new password.
4. **Maintenance of Attorney Contact Information:** It is also the responsibility of the attorney to keep all of the contact information which has been provided to the Court (including the attorney's name, address, phone number, and e-mail account) current. This may be done through the utilities section of the CM/ECF system.

2. Electronic Filing of Documents

- A. **Mandatory Users – United States Trustee and Panel Trustees:** At this time, the Court does not require all parties and attorneys participate in the CM/ECF system. The only mandatory users are the United States Trustee's Office and all panel trustees. All pleadings, documents and events generated by either the United States Trustee's Office or any standing trustee, such as the setting of the § 341 meeting of creditors, the appointment of the trustee, the United States Trustee's standing motion to dismiss, or a no asset report,

will be filed electronically in the CM/ECF system by those parties, rather than conventionally (over the counter) in the Clerk's Office.

B. Attorneys who are Registered Users Must File Electronically: *Once an attorney becomes a registered user in the system, that attorney **must** file all petitions, pleadings, motions, memorandums of law, and other documents with the Court electronically.* Exceptions to this requirement include: exceptional circumstances that prevent a participant from electronic filing, documents to be filed under seal, exhibits to pleadings which cannot be electronically imaged (scanned), proofs of claim, summons to be issued by the clerk, trial and hearing exhibits, transcripts and reports of balloting [see *subparagraph F, below, and AK LBR 5005-2(d)(1), (g)*]. For further details regarding electronic filing, registered users should consult the AK LBRs and the CM/ECF Attorney Users Guide.

C. Details for Electronic Filing (Documents Other than Matrix)

1. **pdf Format:** All pleadings (*with the exception of the creditor matrix - see subparagraph D below*) which are to be filed electronically must be converted to .pdf format before they can be uploaded to the system.
2. **1" Margins:** Pleadings are required to have at least a 1" margin **on all sides**.
3. **Exhibits to Pleadings Should be Scanned:** Where at all possible, exhibits to a pleading or motion, such as a promissory note or car title, which are not original to (have not been created by) the user should be scanned as a separate .pdf file and added as an attachment to the document being filed during its entry in the CM/ECF system. Exhibits which are not capable of being scanned may be filed conventionally, attached to a copy of the Notice of Electronic Filing for the electronically filed document to which the exhibit(s) relate [see *AK LBR 5005-2(g)(2) and subparagraph F.2 below*].
4. **Supporting Documents:** All other supporting documents to a pleading (i.e., affidavits, notices, memoranda, certificates of service), should be filed as separate pleadings.
5. **Documents Requiring Leave of Court:** Except for *in camera* filings, any document which requires leave of the court to be filed (such as an amended complaint or a document to be filed out of time), should be submitted as an attachment to the motion requesting leave of court to

file it. After the Court grants leave to file the document, the registered user must then file the document electronically, unless the Court has already done so. The filing of *in camera* documents is discussed in AK LBR 5005-2(g) and below in subparagraph F.1.

6. **Expedited or *Ex Parte* Matters:** An attorney, when electronically filing an expedited matter, must *immediately* notify chambers staff by phone that a time-critical document has been filed.
 7. **Conformed Signature and Date Requirements:** A pleading or other document filed electronically must contain the conformed signature of each attorney filing the pleading (e.g., /s/ Joe Attorney), a completed date (NOT "January ____, 2001"), and should include the attorney's name, mailing address, and telephone number.
 8. **Schedules and Statements:** A debtor's schedules A - J, statement of financial affairs, statement of intention (where applicable), and disclosure of compensation may be filed with the debtor's bankruptcy petition, *as separate .pdf attachments to the debtor's bankruptcy petition*. Alternatively, each document may be filed individually. A debtor's summary of schedules with schedules A - J can be saved as one .pdf document *unless the schedules are voluminous (more than 25 pages), in which case each schedule must be saved as a separate .pdf document and filed as an attachment to the summary of schedules*.
- D. **Special Document Filing Requirements (Creditor Matrix):** The creditor matrix should be prepared either with bankruptcy software which contains the CM/ECF format(s), or with a word processor. If the matrix is prepared using word processing software, it must be in *single column format, left justified (with no leading blank spaces)*, with a 1" margin at the top, bottom and left side of the page. Creditor names and addresses must be single spaced, with a double space separating one creditor entry from the next. The city, state and zip code must be on the last line. Each creditor entry (including name and address) must consist of *no more than five (5) lines*. The matrix, if prepared using word processing software, must be saved as an ASCII text (.txt) file and uploaded to the system per the CM/ECF Attorney Users Guide. This is the only document that is to be saved in ASCII text format. All others which are filed electronically are to be saved as .pdf documents.
- E. **Responsibility for Title of Docket Entries:** Registered users are responsible for properly designating a title for any document or pleading being filed by them electronically. They should refer to, and apply, the

categories contained in the CM/ECF Attorney Users Guide and on the system menu.

F. Exceptions to Electronic Filing

- 1. Documents to be Filed Under Seal / In Camera Filings:** A motion to file documents under seal is to be filed electronically, but the actual documents to be filed under seal must be filed conventionally. A paper copy of the motion to file documents under seal or, if the motion has been granted, a paper copy of the order granting the motion, must be attached to the documents to be filed under seal at the time the documents are delivered to the Clerk's Office. The same procedure must be followed for *in camera* review of documents.
- 2. Exhibits Which Cannot be Scanned:** Exhibits which cannot be scanned and saved in .pdf format are to be filed conventionally (over the counter at the Clerk's Office), attached to a copy of the Notice of Electronic Filing for the electronically filed document to which the exhibits relate.
- 3. Proofs of Claim:** Proofs of claim and all supporting documents are to be filed conventionally (over the counter at the Clerk's Office).
- 4. Summons in an Adversary Proceeding:** An attorney or party who electronically files an adversary complaint in the CM/ECF system must bring an original summons form to the Clerk's Office for issuance. *A separate, completed summons must be submitted for each defendant named in the adversary proceeding.* The summons will be returned to the attorney for service after issuance by the clerk. The attorney is responsible for serving the summons in accordance with Fed. R. Bankr. P. 7004. After service has been accomplished, the attorney must then scan the summons (*both front and back*), with the return of service information, into a .pdf document and electronically file the return of service in the CM/ECF system.
- 5. Trial and Hearing Exhibits:** Exhibits for trials and hearings are to be filed conventionally (over the counter at the Clerk's Office). Exhibit lists, if required, must be filed electronically.
- 6. Transcripts:** Any transcript that cannot be scanned and saved in .pdf format is to be filed conventionally (over the counter at the Clerk's

Office), attached to a copy of the Notice of Electronic Filing for the electronically filed document to which the transcript relates.

7. **Report of Balloting:** The certification of balloting required by AK LBR 3018-1, *with original ballots attached*, is to be filed conventionally (over the counter at the Clerk's Office).
 8. **Exceptional Circumstances:** In exceptional circumstances that prevent an attorney who is a registered user from filing a document electronically, the document may be filed conventionally (over the counter at the Clerk's Office). The clerk should be informed of the circumstance that prevented electronic filing, although no formal motion for leave to file the document is required. If the document being filed is time critical, the participant should make every effort to file it during regular business hours on the date on which it is due.
- G. Non-Users will Continue to File Documents Conventionally:** Anyone who is not a registered user of the system (including non-user attorneys and *pro se* parties) will continue to file the originals of all documents conventionally (over the counter with the Clerk's Office). All documents which are conventionally filed must bear original signatures. The documents will be scanned and docketed into the CM/ECF system by the Clerk's Office. The clerk will retain the paper originals only of those documents which require an original signature or verification or an unsworn declaration under any applicable rule or statute (e.g., petitions, lists, schedules, statements, affidavits and declarations).

3. Service of Electronically Filed Documents

- A. **Registered Users Consent to Electronic Service:** An attorney who is a registered user, by signing the Attorney Certification for CM/ECF, consents to accept electronic service of all pleadings, notices and documents which have been filed electronically, and of all orders entered in the system, on all cases in which he or she has formally appeared.
- B. **Service on the US Trustee / Trustee**
 1. **Petitions, Schedules and Statements and any Amendments:** In accordance with AK LBR 9070-1(a), regardless of whether a petition is

filed electronically with the system or conventionally (over the counter at the Clerk's Office), *the following number of paper copies of each petition, schedule, statement of affairs, and any amendments, supplements or addendum thereto, must be submitted to the clerk:*

Chapter 7, 12 and 13 cases: 1 copy

Chapter 9 and 11 cases: 3 copies

In chapter 7, 12 and 13 cases, the paper copies will be transmitted to the US Trustee, which will distribute them to the appropriate panel trustee assigned to each case. In chapter 9 and 11 cases, the paper copies will be transmitted to parties required to be given notice of the filing by the Court. The US Trustee will receive copies of these documents from the CM/ECF system.

2. **Chapter 9, 11, 12 and 13 Plans:** For chapter 9, 11, 12 and 13 plans, the same number of paper copies as required for petitions, schedules and statements in paragraph 3.B.1 above must be submitted to the Clerk's Office.
 3. **Other Documents:** All other pleadings and documents filed electronically will be served on the panel trustees and US Trustee electronically. *For any document filed electronically that is 25 pages or more in length, a courtesy copy must be delivered to the clerk for use by the Court.*
- C. Notice of Electronic Filing:** Whenever a pleading or document is filed electronically in a case in accordance with CM/ECF procedures, the system will automatically generate a "Notice of Electronic Filing" which verifies that the document has been filed.
- D. Electronic Service is Equivalent to Service via First Class Mail:** The Notice of Electronic Service is automatically sent by the CM/ECF system to the designated e-mail account of any attorney who is a registered user and is listed as a participant in the case. *Electronic service of a Notice of Electronic Filing upon a registered user is deemed the **EQUIVALENT** of service of the pleading or other paper by first class mail.*
- E. Verification of Electronic Notice:** After a registered user has filed a pleading or document electronically, a verification screen will display which lists the attorneys and other parties who have received electronic notification

of the filing. Under the guidelines for service in AK LBR 5005-2(e), the attorney who has electronically filed the document IS NOT required to conventionally serve these attorneys and parties with a paper copy of the document that has been filed.

- F. Service Upon Parties who are not Registered Users:** The verification screen that displays after electronic filing will also list all case participants who DID NOT receive electronic notification of the filing. *It is the responsibility of the filing attorney to conventionally serve a paper copy of the document that has been electronically filed upon those parties in accordance with, and to the extent required by, the federal and local bankruptcy rules.*

4. Signatures

- A. Attorney who is a Registered User:** Any pleading or document that is filed electronically and that does not bear a scanned image of an original signature must contain a signature designation for the filing attorney in the following format: /s/ Joseph P. Attorney. If the pleading is a scanned document, the scanned image of the filer's signature on that document is sufficient.
- B. Debtor's Signature on Electronically Filed Petition:** For all electronically filed petitions, lists, schedules and statements, the debtor must sign a 'Declaration Regarding Electronic Filing' (AK LBF 37) in accordance with AK LBR 5005-2(c)(2). This declaration constitutes the original signature(s) of the debtor(s) for filing purposes. The *original declaration* must be conventionally filed with the Clerk's Office within 15 days of the date the petition was filed. After the clerk has scanned the declaration and docketed it in the CM/ECF system, the original declaration will be retained by the Clerk's Office.
- C. Other Documents:** Any other document which is electronically filed must bear a signature designation (e.g., "/s/ Jane Doe") to indicate it has been signed, unless the document is an imaged (scanned) document with a digital copy of the original signature.
- D. Verified Documents:** Verified documents include notarized affidavits or declarations under penalty of perjury as provided in 28 U.S.C. § 1746. Participants in the CM/ECF system must file verified documents electronically. Unless the party verifying the document is the attorney electronically filing it (use of his login and password constitute his signature), the original verified document must be mailed or hand delivered to the Clerk's

Office within one day of the date of electronic filing, with a copy of the Notice of Electronic Filing attached. The clerk will retain the document.

- E. Stipulations or Other Documents with Multiple Signatures:** In the case of a stipulation or other document to be signed by two or more persons, one of the following procedure(s) must be used by registered users to file the document electronically.
- 1. Digital (Scanned) Images of All Signatures:** After obtaining the original written signature(s) of all required parties or attorneys on the document, the filing party will also sign it, scan it into .pdf format, and then file the document electronically in the CM/ECF system. The document so filed will bear digital (scanned) images of all the signatures on it.
 - 2. Signature Designation for All Signatures:** After obtaining the original written signatures of all required parties or attorneys on the document, the filing party will file a .pdf version of this document electronically with signature designations for all of the parties involved: /s/ Jane Doe; /s/ John Doe; /s/ Joe Attorney.

In both instances, the filer will maintain the document bearing the original signatures of the parties.

5. Fees Payable to the Clerk

- A. Indicate Method of Payment When Filing Electronically:** When filing a document that requires fees, electronic filers must fill in the receipt information with the words “CC” for credit card payment (when that function becomes available), or the letter “O” for other types of payments (i.e., check, cash, money order).
- B. Prompt Payment by Check, Cash or Money Order Required:** If fees will be paid by check, cash or money order, the payment must be *mailed to the Clerk’s Office no later than the next business day, or hand delivered to the Clerk’s Office no later than two business days, after the electronic filing*. If payment is not timely made, an order to show cause as to why the pleading should not be stricken may be entered by the Court.

- C. Credit Card Payments:** When the Court adopts the use of credit cards for payment of fees, this will be the preferred payment method for all CM/ECF system users. CM/ECF system users will be notified when this payment option becomes available and informed of how this option will work.

6. Orders

- A. Orders Will be Submitted Electronically:** Registered users will submit proposed orders to the Court electronically, unless otherwise requested by the Court.
- B. Format for Submission of Order:** When a matter is ripe for consideration, the attorney responsible for submitting an order to the Court will prepare a proposed order in *Word or WordPerfect format*. Because the Court may modify or amend the order before it is entered, it should NOT be transmitted to the Court in .pdf format.
- C. E-Mail Address for Proposed Orders:** All proposed orders will be e-mailed to chambers at: ECF_Orders@akb.uscourts.gov. The subject line of the e-mail must contain the case name and number. The body of the e-mail should indicate which motion or other matter the proposed order involves and, if the order is being generated as a result of a hearing, the date and time of the hearing must be provided. No additional information should be included. The proposed order will be submitted as an attachment to the e-mail containing this information. *Where applicable, a certificate of no objection must be filed in the CM/ECF system concurrently with the submission of the proposed order.*
- D. Judge's Signature and File Stamp on Order:** Orders entered by the Court may bear the judge's signature in one of two formats.
- 1. Original Signature:** If the judge signs a paper original of an order, the digital (scanned) image of his signature will appear on the order once it is entered in the CM/ECF system. The order will also bear the conventional "Date Filed" stamp on the first page.
 - 2. Electronically Entered Orders:** If the order is entered electronically, the order may bear the judge's signature in the following format: /s/ Donald MacDonald IV, Bankruptcy Judge; /s/ Herbert A. Ross,

Bankruptcy Judge. Any order signed in this manner shall have the same force and effect as if the judge had affixed his signature to a paper original. Electronically entered orders will also bear the notation "FILED ON _____" in a text box on the first page, and the appropriate date will be entered. This notation will be the equivalent of the conventional "Date Filed" stamp for all purposes.

- E. Service of Order:** After the order has been entered in the CM/ECF system, it will be served on interested parties. Registered users, the US Trustee and panel trustees will receive electronic notification of the entry of the order via the CM/ECF system. All other parties will be served with the order conventionally.

7. Calendar Requests

- A. Calendar Requests Will be Submitted Electronically:** Registered users will submit calendar requests (AK LBF 7) to the Court electronically.
- B. Format for Calendar Requests:** The calendar request should be in Word or WordPerfect format or, alternatively, may be submitted as a modifiable .pdf document (this version of AK LBF 7 will be available on the Court's website - <http://www.akb.uscourts.gov>). The subject line of the e-mail must contain the case name and number. The body of the e-mail should indicate which motion or other matter the calendar request involves and if the matter is time critical. The calendar request will be submitted as an attachment to the e-mail containing this information.
- C. E-Mail Address for Calendar Requests:** Calendar requests are to be e-mailed to chambers at: ECF_Orders@akb.uscourts.gov.
- D. Confirmation of Hearing Date/Time by Chambers:** Chambers staff will contact the party submitting the calendar request by telephone to confirm a date and time for the hearing. Chambers staff will then transmit a Notice of Setting Hearing, confirming the date and time of the hearing, back to the requesting party via e-mail or facsimile. *A matter is not considered to be "on calendar" until the Notice of Setting Hearing has been transmitted back to the requesting party.*

8. Public Access to Bankruptcy Court Records

A. Internet Access with a Password

Electronic access to bankruptcy court records, including viewing of dockets, pleadings and calendars, is available for a fee through the Court's website (<http://www.akb.uscourts.gov>) whether or not a party is a registered user of the Electronic Case Filing portion of the CM/ECF system. Although prior versions of PACER will no longer be available, existing PACER users and any other party who wishes to access the records will have access through the CM/ECF system. Any party who does not already have a PACER account should contact the PACER Service Center for a login and password at **1-800-676-6856**.

B. Registered and Mandatory Users

Attorneys who are registered users in the Electronic Case Filing portion of the CM/ECF system will receive one free look at documents or events which have been filed in cases on which they have formally appeared. Their e-mail account will be served with a Notice of Electronic Filing for all such documents or events. The Notice of Electronic Filing will have a hyperlink to the document itself. At the time the attorney first views the notice, he may also either view the document directly or save it to a file for future use, at no charge. After that initial viewing, any subsequent views of the document, and any review of the bankruptcy court records made independent of the Electronic Case Filing portion of the system, will be billed in accordance with the current PACER fee schedule (presently *7¢ per page*).

C. Public Access at the Clerk's Office

The public will be able to electronically access and review all bankruptcy records at no charge at the following locations:

Office of the Clerk, Bankruptcy Court
Old Federal Building
605 West 4th Avenue, Suite 138
Anchorage, Alaska 99501-2206

Office of the Clerk, District Court
Federal Building & U.S. Courthouse
101 12th Avenue, Room 370
Fairbanks, Alaska 99701

Office of the Clerk, District Court
709 West 9th Street, Room 979
Juneau, Alaska 99802-0349

Office of the Clerk, District Court
648 Mission
Ketchikan, Alaska 99901

Terminals will be available for public use at these locations during regular business hours: 9:00 a.m. to 4:30 p.m., Monday through Friday (except Federal holidays) in Anchorage, Fairbanks and Juneau; check for availability in Ketchikan.

D. Conventional Copies / Certified Copies

- 1. May be Obtained in Person from Clerk's Office:** Conventional copies and certified copies of pleadings and documents that have been entered in the CM/ECF system may be obtained from the Clerk's Office in Anchorage, Fairbanks and Juneau (at the locations listed in subparagraph C above) during regular business hours.
- 2. May be Obtained by Written Request:** A written request for copies or certified copies may be mailed to the Office of the Clerk, Old Federal Building, 605 West 4th Avenue, Suite 138, Anchorage, Alaska 99501. The request should specify the case name and number and designate the documents to be copied or certified. *The request must be accompanied by a self addressed, stamped envelope, bearing sufficient postage for return of the copies, and a check or money order for payment of any required fees (see subparagraph D.3, below).*
- 3. Fees Required for Copying:** The Clerk's Office will charge a fee in accordance with 28 U.S.C. § 1930 and the Bankruptcy Court Miscellaneous Fee Schedule for the copying, certification or exemplification of a document. *A party requesting copies or certified copies must pay the fees at the time the copies are requested. If a written request for copying is sent to the Clerk's Office, the fee must accompany the copy request.*

9. Other

A. Time of Entry on the Docket

All references to time contained in the CM/ECF Attorney Users Guide and on the system itself are to Alaska Standard Time or Alaska Daylight Savings Time, whichever is then in effect. The standard 24 hour day will apply to all pleadings filed electronically.

B. Assignment of Case Numbers

- 1. Electronically Filed Petitions and Complaints:** Petitions and adversary complaints which are filed electronically will be assigned a case number at the time of electronic filing.
- 2. Conventionally Filed Petitions and Complaints:** For petitions and complaints which are filed conventionally (over the counter at the Clerk's Office), a case number will be assigned within *one business day* of the date the document is filed. The delay in availability of this information for conventional filings is because the Clerk's Office will need to scan the document before it can be entered into the CM/ECF system. A case number is assigned at the time the petition or complaint is entered into the system. The date the document is submitted over the counter will be the date it is filed, regardless of the date it is entered into the CM/ECF system. The Clerk's Office will attempt to accommodate any party who conventionally files a petition or complaint on an emergency basis and needs the case number information sooner.

C. Contact Numbers for Additional Information

Any additional questions or comments may be directed to the CM/ECF team or the systems staff at the Court:

(907) 830-9550 Cell phone for immediate help with general ECF questions or problems associated with the electronic filing of documents, during the Clerk's Office regular business hours (9:00 a.m. to 4:30 p.m., Monday through Friday, except Federal Holidays)

CM/ECF team:

(907) 271-3269 Donna Williams

(907) 271-2467 Janet Stafford

Systems staff:

(907) 271-2608 Paul Krumrey

(907) 271-2626 Leon Cargile