IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND

In Re:	*	ADMINISTRATIVE ORDER NO. 11-03
Mandatory Electronic Filing	*	
	*	Amended October 5, 2011

* * * * * * *

AMENDED ORDER DIRECTING THE ELECTRONIC FILING OF PLEADINGS BY ATTORNEYS

WHEREAS, the Court entered Administrative Order 04-01 directing the electronic filing of pleadings by attorneys and subsequently on July 1, 2006, amended said order by the entry of Amended Administrative Order 04-01; and

WHEREAS, Amended Administrative Order 04-01 requires all documents that are prepared by counsel must be filed in electronic form as provided therein, with certain exceptions; and

WHEREAS, further enhancements to the CM/ECF system now eliminate the need for most of the exceptions set forth in Amended Administrative Order 04-01; Accordingly, it is

ORDERED, that effective November 1, 2011 Amended Administrative Order 04-01 is replaced and superseded by this order; and it is further

ORDERED, that effective November 1, 2011, all documents that counsel prepare, including pleadings, proposed orders, proofs of claim and counsel prepared attachments, must be filed via ECF, compact disc (CD ROM) or high density floppy disk, with the exception of trial exhibits which must be filed in paper form as set forth in Administrative Order 03-02, part VII. It is further

ORDERED, that all documents required by this order to be filed via ECF, or

compact disc or high density disk, must be electronically prepared by converting the document to portable document format (PDF) via translation software directly from a word processing file. A document is not electronically prepared if it is converted to, or saved as PDF from a scanned image of a printed document. This requirement does not apply to proofs of claim, which may be prepared for filing by scanning an image of a printed document and converting the image file to PDF. It is further

ORDERED, that any document that is not prepared, or filed as required by this order must be accompanied by an affidavit stating why the document is not prepared or filed in compliance with this order. The court may strike the document if the affidavit does not set forth sufficient cause for the non-compliance. It is further

ORDERED, that the ECF filings procedures, contained as Exhibit A to Administrative Order 03-02, will be amended as necessary and notice will be provided.

SO ORDERED.

Duncan W. Keir, Chief Judge