

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF IOWA

In re:)
)
ELECTRONIC FILING)
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_____)

GENERAL ORDER No. 2000-3

The court finds as follows:

Federal Rules of Bankruptcy Procedure 5005(a)(2) and 9029 authorize this court to establish practices and procedures for the filing, signing, and verification of pleadings and papers by electronic means;

This court has contracted with Wade Systems, L.L.C. to provide an electronic filing system for the filing of documents with the court by electronic media to provide for the integration of such delivery system with the Court's current filing and retrieval system;

The electronic filing of documents is consistent with and furthers the responsibility of the clerk of the court for the control of the court's docket under Fed.R.Bankr.P. 5005, including safeguarding the integrity of the Court's docket;

The electronic filing of documents does 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 1930;

Wade Systems, L.L.C. through the website www.CourtWatch.com provides a means for the signature on documents through the mechanism of a password and a secure mechanism for the creation and distribution of passwords; and,

The electronic filing of documents is consistent with notice requirements of Fed.R.Bankr.P. 2002.

IT IS ACCORDINGLY ORDERED as follows:

1. The *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* establishing administrative procedures for signing, filing, and verifying documents by electronic means in this court, including the procedure for registration of attorneys and for distribution of passwords to permit electronic filing and notice of pleadings and other papers ("Electronic Filing Procedures"), are hereby approved by the court.

2. Wade Systems, L.L.C. through the website www.CourtWatch.com shall establish appropriate procedures for signing, filing, and verifying documents by electronic means and registration of attorneys and distribution of passwords to permit electronic filing and notice of pleadings and other papers pursuant to the *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means*.
3. The electronic filing of a petition, pleading, motion or other paper by an attorney who is a registered participant in the Electronic Filing System shall constitute the signature of that attorney under Fed.R.Bankr.P. 9011. Documents which require the verified signature of a person other than the electronically filing attorney, such as the debtor(s), may be electronically filed utilizing scanning technology.
4. No attorney shall knowingly permit or cause to permit his/her password to be utilized by anyone other than an authorized employee of his/her law firm.
5. No person shall knowingly utilize or cause another person to utilize the password of a registered attorney unless such person is an authorized employee of the law firm.
6. The electronic filing of a pleading or other paper in accordance with the Electronic Filing Procedures shall constitute entry of that pleading or other paper on the docket kept by the clerk under Fed.R.Bankr.P. 5003.
7. Any documents filed electronically will receive an electronic file stamp and confirmation of filing via www.CourtWatch.com. The electronic file stamp electronically affixed to the document displaying a date and time stamp will be the official filing date.
8. The clerk of the court shall enter all orders, decrees, judgments, and proceedings of the court in accordance with the Electronic Filing Procedures, which shall constitute entry of the order, decree, judgment, or proceeding on the docket kept by the clerk of the court under Fed.R. Bankr.P. 9021.
9. If the recipient of notice or service is a registered participant in the Electronic Filing System, service by electronic means of the Notice of Electronic Filing shall be the equivalent of service of the pleadings or other paper by first class mail, postage prepaid. Arrival in the attorney's CourtWatch electronic mailbox designated as "services received" or "notices received" shall constitute service. Service via CourtWatch shall be considered the equivalent of posting such document in the United States Mail for purposes of applying the three-day mailing rule of Fed.R.Bankr.P. 9006(f).
10. Participation in the Electronic Filing System by receipt of 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 Filing System, by receiving a password from the court, agree to receive notice and service by electronic means.

11. The original of this order shall be filed both in accordance with the electronic filing procedures and conventionally with the clerk of the court.

Dated this 23rd day of August 2000.

/s/ Russell J. Hill
RUSSELL J. HILL
Chief Judge, U.S. Bankruptcy Court

/s/ Lee M. Jackwig
LEE M. JACKWIG
Judge, U.S. Bankruptcy Court