

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY

**IMPORTANT NOTICE TO THE BAR AND PUBLIC**  
**CONCERNING GENERAL ORDER ESTABLISHING PROCEDURE FOR**  
**ELECTRONIC SUBMISSION OF DOCUMENTS CONTAINING FACSIMILE**  
**SIGNATURES TO BE EFFECTIVE DECEMBER 1, 2004**

A *General Order Establishing Procedure For Electronic Submission of Documents Containing Facsimile Signatures* was entered in the United States Bankruptcy Court for the District of New Jersey on November 19, 2004 (“*the November 19th, 2004 General Order*”).

*The November 19th, 2004 General Order* relates to all documents electronically filed with the Court and expressly *excludes* petitions to commence a bankruptcy case.

*The November 19th, 2004 General Order* permits approved Participants of the Court’s Case Management/Electronic Case Filing System (CM/ECF), seeking to electronically file a document with the Court, the ability to do so upon receipt by the Participant, of a facsimile of the original signature, if attached thereto is a Certification of the Participant electronically filing the document or pleading, certifying that:

- (i) The Affiant has acknowledged the genuineness of the original signature;
- (ii) The original document was executed in completed form prior to facsimile transmission;
- (iii) The document or a copy with an original signature affixed to it will be obtained by the Participant within seven business days after the date the document or pleading with the facsimile signature was electronically filed with the Court; and
- (iv) In accordance with the Court’s *Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means* (collectively, the “*Administrative Procedures*”), at paragraph II C.2, the document containing the original signature will be maintained in paper form by the Participant for a period not less than seven years from the date of closure of the case or proceeding in which the document is filed; and that upon request the original document must be provided to other parties or the Court for review.

**In accordance with paragraph II.C.2 of the Court's Administrative Procedures, the document requiring signature must be electronically filed by (1) submitting a scanned document containing the facsimile of the signature; or (2) by submitting a document displaying the name of the person signing the document, preceded by an "/s/" and typed in the space where the signature would otherwise appear, e.g. "/s/ Jane Doe."**

***The November 19th, 2004 General Order becomes effective December 1<sup>st</sup>, 2004.***

**A copy of this Notice, together with the *November 19th, 2004 General Order* is available on the Court's website at: [www.njb.uscourts.gov](http://www.njb.uscourts.gov), or at the Clerk's Office in each vicinage.**

**Dated: November 19, 2004**

**James J. Waldron, Clerk**