

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW JERSEY**

NOTICE TO THE BAR

Effective immediately, the court will no longer retain conventionally filed consent orders bearing original signatures. The proponent of such order shall retain the order bearing the original signatures of the consenting parties and submit a copy of the consent order bearing /s/John Doe on the signature lines for all consenting parties. The proponent must simultaneously submit with the consent order a separate document entitled Certificate of Consent which certification complies with the requirements set forth at II.5 of the Court's *Commentary Supplementing Administrative Procedures* located on the Court's internet site www.njb.uscourts.gov. In addition, all conventionally filed orders including consent orders, proposed orders, orders pursuant to 9072-1(c) and emergent orders must include the court's official order template as page 1 to facilitate the exact placement of the judges' electronic signature. Three versions of the template are available on the court's WEB site under Electronic Case Filing (information). See also Tips for Using Order Templates. Orders submitted without the above will be returned.

Certified participants of the CM/ECF system may submit consent orders, including applications and consent orders in lieu of motions pursuant to D.N.J. LBR 9013-1(j), to newly established e:mailboxes for each judge. Pursuant to D.N.J. LBR 9072-2, orders filed pursuant to 9072-1(c) and objections thereto may also be submitted to the judges' e:mailbox. All pleadings must be in PDF text format. Certified participants of the CM/ECF system may also use these e:mailboxes to notify the court that an emergent application has been e:filed in the CM/ECF system. The subject line of the e:mail message must follow the format: "01-10001ReliefRequested". Use the message section to indicate those parties who will be served with the order.

Please review the *Online User's Manual, Administrative Procedures and Commentary Supplementing Administrative Procedures* before using the judges' e:mailboxes.

DATED: May 1, 2002

JAMES J. WALDRON, CLERK