

Appendix IX to the Rhode Island Local Bankruptcy Rules

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF RHODE ISLAND

AO NO. 06-002

*Ninth Amended* Administrative General Order Establishing Procedures for Filing,  
Signing, Maintaining, and Verifying Pleadings and Other Documents in the  
Electronic Case Filing (ECF) System

Dated: September 14, 2006

## TABLE OF CONTENTS

I.	REGISTRATION FOR THE ELECTRONIC CASE FILING SYSTEM. . . . .	3
	A. Terms . . . . .	3
	B. Designation of Cases . . . . .	3
	C. Passwords . . . . .	3
	D. Registration . . . . .	3
	E. Exemption/Withdrawal from Electronic Filing . . . . .	5
II.	ELECTRONIC FILING AND SERVICE OF DOCUMENTS . . . . .	6
	A. Filing . . . . .	6
	B. Consequence of Electronic Filing . . . . .	7
	C. System Failure. . . . .	7
	D. Service . . . . .	8
	E. Duty to File Original Signatures. . . . .	9
	F. Fees Payable to the Clerk . . . . .	10
	G. Exhibits . . . . .	10
	H. Appeals . . . . .	11
III.	CONVENTIONAL FILING OF SEALED DOCUMENTS. . . . .	11
IV.	ORDERS . . . . .	11
	A. Proposed Orders . . . . .	11
	B. Consent Orders/Reaffirmation Agreements. . . . .	11
	C. Notice of Orders and Judgments by the Court . . . . .	11
V.	PUBLIC ACCESS TO THE SYSTEM DOCKET BY NON FILING USERS. . .	12
	A. Internet Access . . . . .	12
	B. Public Access at the Court . . . . .	12
	C. Conventional Copies and Certified Copies . . . . .	12
VI.	FORMS A-E . . . . .	Attached

# ADMINISTRATIVE PROCEDURES

## I. REGISTRATION FOR THE ELECTRONIC CASE FILING SYSTEM

### A. Terms

1. “CM/ECF System” or “System” refers to the Court’s Case Management/Electronic Case Files system that receives documents filed in electronic form.
2. “Filing User” refers to persons who have a court-issued log-in and password to file documents electronically.
3. Notice of Electronic Filing “NEF” refers to the notice automatically generated by the CM/ECF System each time a docket event is entered or a document is filed.

### B. Designation of Cases

All cases filed after April 24, 2003 are part of the Court’s CM/ECF System. Commencing on January 1, 2007, all petitions, motions, memoranda of law, or other pleadings and documents must be electronically filed except as expressly provided in section I-E below, or in circumstances where the Filing User is prevented from filing electronically, i.e., CM/ECF System failure.

### C. Passwords

Attorneys , United States trustees and their assistants, private trustees, and others as the Court deems appropriate, are entitled to one System password to enable the user to participate in the electronic retrieval and filing of documents within the System. Registration for a password is governed by section I-D. No Filing User shall permit his/her password to be used by anyone other than himself/herself or an authorized employee. A Filing User shall immediately notify the Clerk by telephone and by facsimile if they learn that their password has been compromised. Filing Users may be subject to sanctions for failure to comply with this provision.

### D. Registration

1. Application for registration , in the form attached hereto as Form A, shall be submitted for each proposed Filing User. An Application for

Limited Use, attached hereto as Form E, shall be submitted by any Creditor who intends to use the system for the limited purpose of filing claims and related claim activity, and not requiring the appearance of counsel.

2. Applications for registration shall be returned to the United States Bankruptcy Court, District of Rhode Island, 380 Westminster Mall, 6<sup>th</sup> floor, Providence, R.I. 02903.

3. After successful completion of the Court's training program, or certification by the Clerk in circumstances where completion of the Court's training program is not warranted, each Filing User will receive a System password.

4. The password required to submit documents to the System serves as the Filing User's original signature on all documents electronically filed. The password also serves as a signature for purposes of Fed. R. Bankr. P. 9011, other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.

5. Admission to the System by receipt of a password from the Court constitutes a request for electronic service and notice pursuant to Fed. R. Bankr. P. 9036. By receiving a password, Filing Users agree to accept notice and service by electronic means, and registration as a Filing User constitutes: (a) waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and (b) waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004. Waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022.

6. Once registered, a Filing User may withdraw as a Filing User in the System by filing a request with the Clerk of Court as provided in

section I-E of this order. However, once a Filing User withdraws from the system, he or she will be unable to file documents with the Court unless one of the exemptions listed in section I-E applies.

7. The Court may revoke a Filing User's password and, therefore, his or her authority and ability to electronically file documents for: (1) failure to comply with any provision of the agreement contained in the Filing User's Registration Form; (2) failure to adequately protect his or her password; (3) failure to comply with the provisions of these Administrative Procedures for Electronically Filed Cases; (4) failure to pay fees required for documents filed electronically; (5) other misuse of the System; or (6) as a sanction ordered by the Court after notice and opportunity for hearing.

E. Exemption/Withdrawal From Electronic Filing; Relief from Failure to Comply

1. Relief from Failure to Comply. The Court may excuse a failure to comply with any administrative procedure whenever justice so requires.

2. Attorney Exemption. If filing electronically creates an undue hardship, an attorney may request permission to file documents conventionally. The request should be made to the Court and shall contain a detailed explanation of the reason(s) for the request. However, prior to requesting an exemption, attorneys are urged to participate in Court-sponsored ECF training and to seek assistance from the Clerk's Office. Information regarding ECF training and support may be obtained from the Clerk's Office and is also included on the Court's web site at: [www.rib.uscourts.gov](http://www.rib.uscourts.gov). If an exemption is granted, the attorney or his/her representative may be required to scan the filings into the system at a workstation at the Clerk's Office Intake counter. Upon the issuance of an order to show cause, notice, and hearing, the Court may withdraw an exemption and require the attorney to file documents electronically.

3. One Time Exemption. An attorney who is not a Filing User may conventionally file the first document on behalf of a client in an ECF case without leave of Court. Within 20 days thereafter, the attorney must register as a Filing User, or seek an exemption under subsection (1) above. Failure to register or seek an exemption may result in the issuance of an order to show cause.

4. Attorneys Appearing Pro Hac Vice. An attorney who is not a member of the bar of this Court but who is permitted to appear and practice in this Court pursuant to RI LBR 9010-1 may, but is not required to, register as a Filing User and to participate in the System for the duration of the Pro Hac Vice appearance.

5. Pro Se Litigants. Pro se litigants shall conventionally file and serve documents in accordance with the provisions of the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court.

6. Withdrawal. Once registered, an attorney/participant may withdraw as a Filing User by providing the Clerk of Court with a request to withdraw, stating the reason(s) for the request. Copies of the request must also be served upon all registered attorneys/participants who have appeared in pending cases in which the withdrawing attorney/participant has appeared. Upon approval of said withdrawal, the Clerk will immediately cancel the attorney/participant's password and will delete the attorney/participant from any applicable electronic service list.

## **II. ELECTRONIC FILING AND SERVICE**

### **A. Filing**

1. Except as provided in sections I-E, II-C or III of this order, all documents shall be filed with the Court electronically.

2. Multiple documents that are part of a pleading, and which are filed at the same time by the same party may be electronically filed as a single document. Documents that are not a part of the pleading, e.g., memorandum of law, supporting affidavit, or appendix, shall be filed as an attachment to the pleading.

3. The System is “real-time”, so the receipt of filing will show the actual date and time a document was filed on the System. Documents filed electronically outside of normal business hours will be deemed filed on the date and time received. Deadlines will not change as a result of this policy. The deadline for filing, unless otherwise specifically set, is 11:59 P.M. (E.S.T.).

4. The Filing User must designate a title for the document by selecting

the appropriate event title from the categories provided in the System. Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office, or after motion and approval by the Court.

5. Filing Users requesting emergency hearing and/or relief shall contact the Clerk's Office by telephone at (401) 528-4477, Extension 14, forthwith upon the filing of such motion. Failure to notify the Clerk's Office of such filing as aforesaid, may result in denial of the request for expedited or emergency relief, or a delay in action on the motion.

6. Motions for continuance, proposed consent orders, and similar filings that affect a matter scheduled for hearing must be filed by 4:30 P.M. the day before the scheduled hearing, or the matter will remain on the calendar and all counsel will be required to attend the hearing. If a Filing User files a document that affects a matter on the calendar after 4:30 P.M. the day before a scheduled hearing, the filing user shall also notify the Courtroom Deputy of such filing by email at: [RIBCourtroom@rib.uscourts.gov](mailto:RIBCourtroom@rib.uscourts.gov).

B. Consequence of Electronic Filing

1. Electronic transmission of a document to the CM/ECF system or the docketing of an event on the System, together with the transmission of a Notice of Electronic Filing from the Court, constitutes filing of the document for all purposes under the Federal Rules of Bankruptcy Procedure and the local rules of this Court, and constitutes entry of the document or event on the docket kept by the Clerk under Fed. R. Bankr. P. 5003.

2. When a document has been filed electronically, filed conventionally and subsequently imaged, or an event docketed electronically, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed or event docketed.

C. System Failure

Where a document must be filed or event docketed immediately during normal business hours, but electronic filing cannot be accomplished because of a System failure, the filing party shall, after making at least two attempts to file electronically, contact the Clerk's

office to confirm that the System is not accessible. If it is confirmed that the System is not accessible, or, if the System cannot be accessed due to a System failure during non-business hours, the document or event shall be sent as an attachment in PDF format via e-mail to the following address: **RIBECFSupport@rib.uscourts.gov**. The filing party must certify compliance with the prerequisites of this subsection, must call the Clerk's office prior to 10:00 a.m. of the next business day to advise that a document has been filed via e-mail. The Clerk's office will download and file the PDF document, which will be deemed filed on the date and time of the e-mail transmittal. Nothing contained in this subsection is intended to alter rights contained elsewhere in local or federal rules.

D. Service

1. When a document is filed electronically, the System will automatically generate a "Notice of Electronic Filing" at the time of docketing, and the notice will be automatically sent to all parties in the case who are registered users of the System.

2. If the recipient of notice or service is a registered user in the System and if service upon that user is permitted by first class mail under applicable bankruptcy rules, the Notice of Electronic Filing automatically generated by the System and sent to the user shall be the equivalent of service of the document by first class mail, postage prepaid.

3. Filing Users shall serve documents upon all other persons who are not participants in the System but who are entitled to notice or service in accordance with the applicable rules, and shall file a certificate of service in accordance with subsection II-D(4) below.

4. Certificates of Service

Whether service of documents is on Filing Users in accordance with subsection II-D(2) above, or on non-registered parties/attorneys in accordance with local and federal rules, a certificate of service is required for all filings. The certificate must state the manner in which service or notice was accomplished, and must be filed by the Filing User within two days of receipt of the Notice of Electronic Filing. **Failure to timely file the Certificate of Service may result in denial of the motion/application, or striking of the objection/response, as applicable.** Sample language for a certificate of service is attached to these procedures as Form B.



5. Nothing herein shall be construed to eliminate the necessity of service of the summons and complaint in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure. The return of service on the summons may be filed electronically or conventionally .

E. Original Signatures

1. In addition to the electronic filing of the Original Petition, Schedules, Statements and Chapter 13 Plan and Local Form V, if applicable, the Filing User must also conventionally file a copy of the Declaration Regarding Electronic Filing, R.I. Local Bankr. Form P.3 (attached as Form C), with the debtor's and counsel's original signatures. The Declaration must be signed under oath and must be filed within fifteen (15) days of the date stated on the Notice of Electronic Filing, or any extension thereof.

2. All other documents requiring original signatures, other than that of the Filing User, such as amended schedules, lists, statements, pleadings, affidavits, and documents requiring verification under Fed. R. Bankr. P. 1008, or unsworn declarations as provided in 28 U.S.C. § 1746, shall be filed electronically. The Filing User shall also conventionally file a copy of the Declaration Regarding Electronic Filing, R.I. Local Bankr. Form P.4 (attached as Form D), within fifteen (15) days of the date stated on the Notice of Electronic Filing.

3. As part of his/her duty to keep records, the Clerk shall maintain chronologically in accordance with existing document retention policies, all Declarations Regarding Electronic Filing filed with the Court.

4. Stipulations/ Joint Motions:

The following procedure shall be used in the case of a stipulation, a joint motion, or other document to be signed by two or more persons:

- a. The Filing User shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and *shall have in his or her possession* the original signatures of all parties to the document.

b. The Filing User shall then file the document electronically, indicating the signatories, e.g. “/s/ Jane Doe,” “/s/ John Doe,” etc.

c. The Filing User shall retain the original document containing the original signatures for one year after the case is closed.

#### 5. Non-Registered and Pro Se Filers

Petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which must contain original signatures, or which require verification under Fed. R. Bankr. P. 1008, or an unsworn declaration as provided in 28 U.S.C. § 1746, must be filed in paper form. These documents will be scanned and filed electronically in the System. Filers may be required to scan these documents at the Clerk’s office on equipment provided by the Court for public use. Original documents will be maintained chronologically by the Clerk in accordance with the Court’s document retention policies.

#### F. Fees Payable to the Clerk

All filing fees must be paid electronically by the Filing User, and only the following credit cards are acceptable for payment of such fees: American Express, Discover, MasterCard, or Visa. Payment of the fee is due on the date the document is filed. Failure to make payment on the date of the filing may cause the Filing User to be automatically locked out of the System.

#### G. Exhibits

1. Exhibits filed under Local Bankruptcy Rules, including but not limited to leases, notes, and the like, which are not available in electronic form, shall be submitted to the Court in paper format. The Clerk will indicate on the electronic docket the date such exhibits were submitted and, if appropriate, link them to the Joint Pre-Trial Order. Trial exhibits will not be scanned unless in the Court’s opinion, doing so will assist in managing the trial.

#### 2. Exhibits to Proofs of Claim

Exhibits in support of a proof of claim shall be filed electronically whenever possible and shall be docketed as one event with the proof of claim. The exhibits should be electronically imaged (i.e., scanned) and filed in PDF format together with the proof of claim.

#### H. Appeals

The appellee(s) and appellant(s) are responsible for printing and providing all items required to be included in the record on appeal, pursuant to Fed. R. Bankr. P. 8006.

### III. **CONVENTIONAL FILING OF SEALED DOCUMENTS**

Motions to file documents under seal shall be filed electronically without attaching the documents that are the subject of the motion. Contemporaneous with filing the motion to seal, the Filing User shall conventionally file the documents sought to be placed under seal. If the motion to file under seal is granted, the related documents will be maintained by the Clerk until further order.

### IV. **ORDERS**

#### A. Proposed Orders

1. In cases where a Filing User is required to submit a proposed order under R.I. LBR 9072-1, said document shall be electronically filed, docketed, and served in accordance with these procedures and Rule 9072-1.

2. A Filing User wishing to supply the Court with a proposed order before hearing may file such order together with the underlying motion or application, and docketed as one event, with the proposed order attached to the underlying motion or application.

#### B. Consent Orders/ Reaffirmation Agreements

Filing Users seeking to file a consent order or reaffirmation agreement shall do so in accordance with subsection II-E(4).

#### C. Notice of Orders and Judgments by the Court

1. Immediately upon the entry of an order or judgment in an action pending in the CM/ECF System, the System will automatically generate to all Filing Users in the case, in electronic form, a Notice of Electronic Filing. Transmission of the Notice of Electronic Filing constitutes the notice required by Fed. R. Bankr. P. 9022. The Clerk shall give conventional notice to persons who have not consented to electronic service.

2. Orders signed electronically (i.e., “/s/\_\_\_\_\_”) shall have the same force and effect as conventionally signed orders.

**V. PUBLIC ACCESS TO THE CM/ECF SYSTEM DOCKET BY NON FILING USERS**

A. Internet Access

Internet access to the System is not available without a PACER login and password. A PACER login and password can be secured by contacting the PACER Service Center to establish an account. Registration may be made online at <http://pacer.psc.uscourts.gov>, or by calling the PACER Service Center at (800) 676-6856. Access to the System will allow retrieval of the docket sheet and documents. Access to the System will be on a “read only” basis.

B. Public Access at the Court

Electronic access at the Clerk’s Office is available to the public during regular business hours for viewing the docket sheet and documents filed in the System.


C. Conventional Copies and Certified Copies

Conventional and certified copies of electronically filed documents may be purchased at the Clerk’s Office during regular business hours, unless otherwise authorized. The fee for copying and certification will be in accordance with the provisions of 28 U.S.C. § 1930.

Enter:

  
U.S. Bankruptcy Judge

Order:

  
Clerk of Court

Dated: 9/14/06

Last revised: 9/14/06

**FORM A to September 14, 2006 – 9th Amended AGO, No. 06-002**

**ELECTRONIC CASE FILING SYSTEM  
ATTORNEY REGISTRATION FORM**

This form shall be used to register for accounts on the Court's Case Management/Electronic Case Filing (CM/ECF) system. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system. The following information is required for registration:

First/Middle/Last Name: \_\_\_\_\_ Attorney Bar # / State \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Send Notice to These Additional E-Mail Addresses: \_\_\_\_\_

Send Electronic Notice (check one):  Each Filing  End of Day Summary

Send Electronic Notice in the following format (check one):

HTML for Netscape, ISP mail service, i.e, AOL, Hotmail, Yahoo, etc.

Text for cc:mail, Groupwise, Outlook, Outlook Express, Other (please list)

The Court offers two different training classes depending on the type of party you usually represent in bankruptcy. Please indicate which training class you are interested in taking.

\_\_\_\_\_ Debtor

\_\_\_\_\_ Creditor

How many support staff will you bring to training \_\_\_\_\_? (any staff who will work on the system should attend.)

Name(s): \_\_\_\_\_

\_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The System is for use only in cases designated by the United States Bankruptcy Court for the District of Rhode Island. The System may be used to file and view electronic documents, docket sheets, and notices.
2. Each attorney desiring to file pleadings or other papers electronically must complete, sign, and submit to the Court an Attorney Registration Form. An attorney/participant's password issued by the Court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the Court. The Court will immediately delete the password from the electronic filing system and issue a new password. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.
3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The user log-in and password required to submit documents to the CM/ECF system serve as the Filing User's signature on all electronic documents filed with the Court. They also serve as a signature for purposes of Fed. R. Bankr. P. 9011, the Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.
4. I understand that all documents requiring a filing fee that are filed in the System must be paid electronically by me as Filing User using one of the accepted credit cards. I further acknowledge that payment for the filing should be made on the date the document is submitted to the Court and that failure to make payment on the date of the filing will result in me being automatically locked out of the System, and further action taken by the Court to collect any outstanding fees, as necessary.
5. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005; (2) consent to

electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in the Administrative General Order notwithstanding Federal Rule of Bankruptcy Procedure 9036.

6. A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the Court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
7. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent Administrative General Order Establishing Procedures for Filing, Signing, Maintaining, and verifying Pleadings and Other Documents in the Electronic Case Filing System (ECF) currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.
8. By this registration, the undersigned avers that he/she is a member in good standing of the Federal Bar for the District of Rhode Island or is a member in good standing of the bar of any state and the bar of any other U.S. District Court. An attorney who is not a member of the Bar of the U.S. District Court for the District of Rhode Island may appear in this Court by leave of court by the filing of a motion for admission *Pro Hac Vice* and payment of the applicable filing fee. *See*, LBR 9010-1.

Date: \_\_\_\_\_

\_\_\_\_\_  
Attorney/Participant Signature

Your login and password will be provided to you by the Office of the Clerk.

**Please return this executed Form to:**

United States Bankruptcy Court, District of Rhode Island  
Attn: Michelle McCurdy, ECF Training Coordinator  
380 Westminster Mall, 6<sup>th</sup> Floor  
Providence, R.I. 02903

Last revised: 9/14/06

**FORM B to September 14, 2006 – 9th Amended AGO, No. 06-002**

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF RHODE ISLAND

----- \*

In re:	:		
	:	BK No.	
Debtor(s)	:		Chapter

----- \*

**CERTIFICATE OF SERVICE**

I hereby certify that on (Date), I electronically filed \_\_\_\_\_ with the Clerk of the Bankruptcy Court for the District of Rhode Island using the CM/ECF System. The following participants have received notice electronically: (Please see the attached Notice of Electronic Filing – or – List Participants Here); and I hereby certify that I have mailed by United States Postal Service, postage pre-paid, the document electronically filed with the court to the following non CM/ECF participants: \_\_\_\_\_.

/s/ \_\_\_\_\_



UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF RHODE ISLAND

----- \*

In re: :

Debtor(s) :

----- \*

BK No. :

Chapter :

**DECLARATION REGARDING ELECTRONIC FILING IN SUPPORT OF ORIGINAL  
PETITION, SCHEDULES, STATEMENTS AND  
CHAPTER 13 PLAN AND LOCAL FORM V, IF APPLICABLE**

**PART 1 - Declaration of Petitioner:**

I [We] \_\_\_\_\_ and \_\_\_\_\_, the undersigned debtor(s), corporate officer or partnership member, hereby declare under penalty of perjury that the information I have given my attorney and the information contained in the electronically filed original petition, statements, schedules and Chapter 13 Plan and Local Form V, if applicable (the “original petition and related schedules, statements, plan and forms”), electronically filed with the Court on \_\_\_\_\_, consisting of \_\_\_\_\_ pages, is true and correct, to the best of my knowledge and belief. I [We] further declare under penalty of perjury that the Social Security number(s) electronically filed with the court in connection with this bankruptcy filing is [are] true and correct. I understand that this DECLARATION REGARDING ELECTRONIC FILING is to be filed with the Clerk after the original petition and related schedules, statements, plan and forms have been filed electronically but, in no event, no later than 15 days after the original petition and related schedules, statements, plan and forms have been filed. I acknowledge receipt of a copy of the electronically filed original petition and related schedules, statements, plan and forms. **I understand that any false information provided knowingly or fraudulently in the petition and schedules may subject me to federal criminal prosecution for concealment of assets, and making false oaths and claims pursuant to 18 U.S.C. § 152, bankruptcy fraud pursuant to 18 U.S.C. § 157, or pursuant to any other applicable federal criminal statute.**

[If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12, or 13 of title 11 of the United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in the petition.

[If petitioner is a corporation, partnership or limited liability entity] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been

authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

**I understand that failure to timely file the signed original of this DECLARATION is grounds for dismissal of my case pursuant to 11 U.S.C. § 707(a)(3).**

Dated: \_\_\_\_\_  
Authorized Corporate Officer/Partnership Member (if applicable)

Signed: \_\_\_\_\_  
Debtor

\_\_\_\_\_  
*Joint Debtor (if joint case, both spouses must sign)*

**Part 2 - Declaration of Attorney:**

I declare that I am familiar with Fed. R. Bankr. P. 9011 and that the representations contained in Fed. R. Bankr. P. 9011(b) are applicable to this filing and such representations are adopted and incorporated herein by reference. I further certify that the debtor(s) signed this Declaration and authorized me to electronically file the original petition and related schedules, statements, plan and forms, that I gave the debtor(s) a copy of the electronically filed original petition and related schedules, statements, plan and forms, if applicable, and that the original petition and related schedules, statements, plan and forms identified in the *Notice(s) of Electronic Filing* from the CM/ECF system fully and accurately reflect the information given to me by the debtor(s). I have complied with all other electronic filing requirements. I have informed the individual petitioner that [he and/or she] may proceed under chapter 7, 11, 12 or 13 of title 11 of the United States Code, and have explained the relief available under each such chapter. This declaration is based upon all information of which I have knowledge.

Dated: \_\_\_\_\_ Attorney for Debtor(s)

**(FILE ORIGINAL WITH THE COURT. DO NOT FILE ELECTRONICALLY)**

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF RHODE ISLAND

----- \*

In re: \_\_\_\_\_ :

Debtor(s) \_\_\_\_\_ :

----- \*

BK No. \_\_\_\_\_

Chapter \_\_\_\_\_

**DECLARATION REGARDING ELECTRONIC FILING FOR ALL OTHER  
DOCUMENTS REQUIRING ORIGINAL SIGNATURES**

**PART 1 - Declaration of Declarant:**

I [We] \_\_\_\_\_, the undersigned declarant(s), hereby declare under penalty of perjury that I have signed the document identified below and that the information contained in the electronically filed document identified below is true and correct, to the best of my knowledge and belief. I understand that this DECLARATION REGARDING ELECTRONIC FILING is to be filed with the Clerk after the document identified below has been filed electronically but, in no event, no later than 15 days after the document has been filed. I acknowledge receipt of a copy of the electronically filed document. **I understand that any false information provided knowingly or fraudulently in the [insert title of document electronically filed requiring original signature] may subject me to federal criminal prosecution for concealment of assets, and making false oaths and claims pursuant to 18 U.S.C. § 152, bankruptcy fraud pursuant to 18 U.S.C. § 157, or pursuant to any other applicable federal criminal statute.**

**PART 2 - Identification of Document:**

[Name of document] dated \_\_\_\_\_, consisting of \_\_\_\_ pages

**I understand and agree that failure to timely file the signed original of this DECLARATION is grounds for the Court to strike the document identified above from the record in this proceeding.**

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**(Insert acknowledgment if required)**

**Part 3 - Declaration of Attorney:**

I declare that I am familiar with Fed. R. Bankr. P. 9011 and that the representations contained in Fed. R. Bankr. P. 9011(b) are applicable to this filing and such representations are adopted and incorporated herein by reference. I further certify that the declarant signed this Declaration and authorized me to electronically file the document identified above, that I gave the declarant a copy of the electronically filed document identified above, and that the document identified in the *Notice of Electronic Filing* from the CM/ECF system is the document identified above.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name:

**(FILE ORIGINAL WITH THE COURT. DO NOT FILE ELECTRONICALLY)**

**APPLICATION FOR LIMITED USE/CLAIM PASSWORD  
FOR ELECTRONIC CASE FILING SYSTEM**

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

1. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs of Claim on behalf of \_\_\_\_\_, and/or I am authorized to prepare and file Notice(s) of Appearance on behalf of \_\_\_\_\_, and/or am authorized to execute and submit Reaffirmation Agreements on behalf of \_\_\_\_\_.
  
2. \_\_\_\_\_'s (name of business), through its authorized officers, directors and agents, understands that the use of its Limited Use password to file documents in the record of a bankruptcy case or proceeding in the district of Rhode Island will constitute \_\_\_\_\_'s (name of business) signature upon and signing of any declarations, verifications, proofs of claim, notices of appearance, assignments of claims, reaffirmation agreements, or other papers or documents filed by use of the password obtained pursuant to this Application for all purposes authorized and required by law, including, without limitation, Federal Rule of Civil Procedure 11 and Fed. Rule of Bankr. Proc. 9011, the United States Code, Federal Rules of Civil Procedure, Fed. Rule of Bankr. Proc., and any applicable non-bankruptcy law.
  
3. \_\_\_\_\_ (name of business), through its authorized officers, directors and agents, understands that it is its responsibility to protect and secure the confidentiality of its password. If \_\_\_\_\_ (name of business) believes that its password has been compromised, it is \_\_\_\_\_'s (name of business), through its authorized officers, directors and agents, responsibility to notify the Court in writing, immediately.
  
4. \_\_\_\_\_ (name of business), through its authorized officers, directors and agents, understands that it is its responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
  
5. Registration as a Filing Attorney constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; (2) waiver of the right to service by personal service or first class mail and consent to electronic service, except

with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Service by electronic means is complete as set forth in the most recent Administrative General Order notwithstanding Fed. Rule of Bankr. Proc. 9036. Creditor Users will not receive electronic notification of filings unless a Request for Notice requesting that they be added as a party to the case is filed. Alternatively, Creditor Users may add specific cases for which they wish to receive email notification through Maintain Your ECF Account/Email Information by selecting the "Send notices in these additional cases" checkbox.

6. By this registration, \_\_\_\_\_ (name of business), through its authorized officers, directors and agents, agrees to abide by all the rules and regulations in the most recent Administrative General Order Establishing Procedures for Filing, Signing, Maintaining, and verifying Pleadings and Other Documents in the Electronic Case Filing System (ECF) currently in effect, and any changes or additions that may be made to such Administrative Procedures in the future.

7. I, \_\_\_\_\_, hereby state that I am the  
\_\_\_\_\_ Of \_\_\_\_\_  
(Title) (Name of Business)

and am authorized to enter into this Limited Use Registration on its behalf.

\_\_\_\_\_  
**Signature of Individual signing on behalf of Business**      **Date**

On behalf of \_\_\_\_\_  
(Name of Business) (Corporate Seal)

Subscribe and sworn to before me in \_\_\_\_\_  
(City/Town)  
\_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.  
(State)

\_\_\_\_\_  
**(Notary Public) (Commission Expiration Date)**

Please return to: United States Bankruptcy Court, District of Rhode Island  
Attn: Carolyn Sweeney, Limited Use Registration Coordinator  
380 Westminster Mall, 6<sup>th</sup> Floor, Providence, R.I. 02903

---

**APPROVED BY:** \_\_\_\_\_  
**PASSWORD #** \_\_\_\_\_ **DATE:** \_\_\_\_\_