

Redlined version

RULE 2002-1 NOTICE TO CREDITORS, EQUITY SECURITY HOLDERS, UNITED STATES, AND UNITED STATES TRUSTEE, AND CHANGES OF ADDRESS [Amended 7/15/2020]

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(d) **Notice to Creditors in Chapter 7 Asset Cases and Chapter 13 Cases.** After ~~ninety seventy~~ (90 70) days following the first date set for the Section 341 meeting of creditors in a chapter 13 case, or within the time allowed by the Court for the filing of claims in a chapter 7 asset case, the Clerk will mail notices only to creditors whose claims have been filed or who have been granted extensions of time within which to file claims.

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RULE 5001-2 CLERK'S OFFICE [Amended 7/15/2020]

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(c) **Emergency Filing(s) by ~~Non-Electronic Users~~ Self-Represented Parties in the Event of an Unexpected Court Closure During Normal Court Business Hours.** ~~Non-Electronic Users~~ Self-represented parties are permitted to file ~~paper documents~~ new bankruptcy petitions via email, and all other documents such as motions, pleadings, notices, and other papers ("Court Filings") using the Electronic Drop Box ("EDB"), only in those rare instances when the Court is closed during normal business hours (not including weekends or holidays) due to an unexpected event such as inclement weather or other type situation. The below procedures shall be followed in such instances.

(1) **Emailing Documents Petitions to the Court.** ~~The Non-Electronic Users self-represented party~~ must attach the document to be filed petition in Adobe PDF format to an email addressed to the Clerk's Office Helpdesk at "rib_helpdesk@rib.uscourts.gov". The ECF Help Desk address is also available on the Court's website (www.rib.uscourts.gov) under the menu "Electronic Filing/Electronic Filing Help Desk".

(2) **Court Filings Using the Electronic Drop Box.** Self-represented parties must complete the Application for Access to the Self-represented Electronic Drop Box and submit the application via email to rib_helpdesk@rib.uscourts.gov for review and approval before filing any Court Filings through the EDB. Instructions and requirements can be found on the Court's website in the Self-Help Manual.

(3) **Required Follow Up Procedures.** Within twenty-one (21) days of electronic submission of Court Filings that require a signature under oath (such as new case petition and bankruptcy statements and schedules) the ~~Non-Electronic User~~ self-represented party must mail to the Court or place in the Court's drop box if available, the original document containing original signature(s) signed under oath.

(34) Date and Time Filed. Petitions Documents filed in accordance with the above procedures will be deemed filed on the case docket on the date and time appearing on the email system of the Office of the Clerk, and all other Court Filings on the date and time they are submitted to the EDB. Where required, Upon the timely receipt of the original signed document(s) and any required filing fee, the Court will stamp the original document with the following notation:

This document is deemed filed on _____ pursuant to Local Rule 5001-2 governing emergency filings due to unexpected court closure.

(5) Requirements and Standards. Self-represented parties are reminded that even though these rules authorize Court Filings to be made electronically, the Court holds self-represented parties to the same requirements and standards as with paper filings: each signature on a Court Filing, whether electronic or otherwise, is a certification that the filing party is proceeding in good faith and filing the document for a proper purpose. All electronically filed documents are subject to the same potential for sanctions as are paper filings containing original signatures pursuant to F.R.B.P. 9011.