

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK**

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In Re:

**Procedural Rules Concerning Electronic  
Filing of Claims and Related Documents  
for Creditor/Limited Filer Activities**

**Administrative Order No. 4  
Supplement to CM/ECF  
Administrative  
Orders 1, 2 and 3**

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Federal Rule of Civil Procedure ("FRCP") 83 and Federal Rules of Bankruptcy Procedure ("FRBP") 5005(a)(2) and 9029 authorize this Court to establish practices and procedures for the filing, signing and verification of documents by electronic means.

By Administrative Order No. 1, dated May 28, 2003, this Court established practices and procedures, as set forth in the "Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means," as revised December 1, 2003, ("Revised Electronic Filing Procedures") pertaining to the Court's Case Management/Electronic Case Files ("CM/ECF") System.

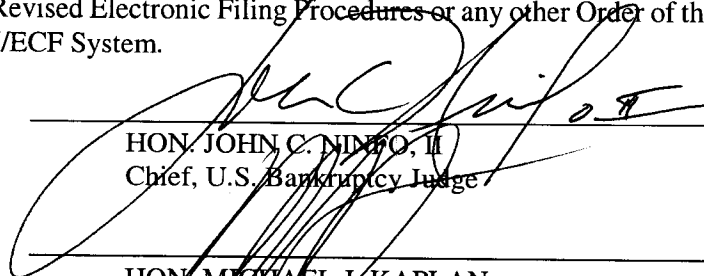
The Practice under the Revised Electronic Filing Procedures limited to attorneys admitted to practice before this Court the ability to obtain a CM/ECF login and password. The use by such attorneys of that login and password constitutes the signature of the attorney for all purposes, including, but not limited to, Rule 11 of the FRBP and FRCP.

To enable creditors, particularly large-volume institutional creditors, to utilize CM/ECF to electronically file documents related to claims, the Court will now permit creditors and limited filer users to access CM/ECF for the limited purpose of electronically filing certain documents relating to claims, notices of appearance and reaffirmation agreements ("Limited Access Filers"). To obtain a limited-access login and password to the CM/ECF System, an individual must apply to the Court in writing and complete such training as the Court may require.

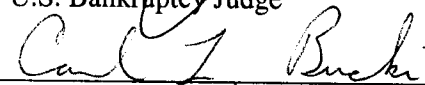
The Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means, together with the Administrative Orders entered with regard to Electronic Case Filing apply in all respects to the Limited Access Filers. The user login and password required to file documents using the CM/ECF System serve as the Filing User's signature on all documents electronically filed with the Court. The user login and password also serve as a signature, with the same force and effect as a written signature, for purposes of the Federal Rules of Bankruptcy Procedure, including, but not limited to, Rules 9001 and 3001, the Local Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before or filings with the Court. Limited Access Filers bear the responsibility of keeping the limited-access password secure and have the duty to immediately notify the Court in the event the Limited Access Filer obtains greater access to CM/ECF than the limited-access password is intended to permit or if the Limited Access Filer believes that the security of the password has been compromised.

The Clerk of the Court may cancel the password of any individual who does not comply in all respects with this Standing Order and/or the provisions contained in the Revised Electronic Filing Procedures or any other Order of this Court regarding electronic filing of documents using the CM/ECF System.

Dated: February 2, 2004

  
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HON. JOHN C. NINFO, II  
Chief, U.S. Bankruptcy Judge

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HON. MICHAEL J. KAPLAN  
U.S. Bankruptcy Judge

  
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HON. CARL L. BUCKI  
U.S. Bankruptcy Judge