



PUBLIC NOTICE

02-3

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA
Brenda K. Argoe, Clerk of Court



TO: Practitioners/Constituents

SUBJECT: Case Management/Electronic Case Filing (CM/ECF)

DATE: December 19, 2002

The United States Bankruptcy Court for the District of South Carolina announces the official conversion to Case Management/Electronic Case Filing (CM/ECF) from Bankruptcy Court Automation Program (BANCAP) beginning January 21, 2003. The new program was written by the Administrative Office of the United States Courts and will eventually be implemented in all federal courts. It is designed to permit more efficient and timely processing of bankruptcy cases and has significant pragmatic and economic benefits for those who become registered participants. For those interested in becoming participants, information regarding automation technology requirements, and/or training is available on our Internet Web Site at <http://www.scb.uscourts.gov>. Once there, use the CM/ECF link to access pertinent information.

Implementation of CM/ECF requires changes to certain Clerk's Instructions in addition to the operating order implementing CM/ECF.¹ This Public Notice references changes to the following Clerk's Instructions:

Changes to CI-1007-1(a) relate to the electronic submission of the list of creditors via CM/ECF.

Changes to CI-1007-1(b) relate to creditors and parties in interest which should be included on the matrix under the conditions noted in Operating Order 02-07.

There are no changes to CI-1007-2.

Changes to CI-2002-1 remove all references to "PACER Classic."

Changes to CI-3011-1 reflect the correct address for the Office of the United States Trustee.

Changes to CI-4001-1 remove all references to "PACER Classic."

Changes to CI-5001-1 reflect updated automation information regarding the court's web site and changes resulting from the implementation of CM/ECF.

¹Operating Order 02-08. See web site for Order and its Exhibit A, "Administrative Procedures."

Changes to CI-5005-1 require the filing of a single original document, and only an original document, with the court for the petition for relief and all subsequent documents in cases and adversary proceedings. The original document is required by the court for the purpose of creating an electronic file under CM/ECF when paper documents are filed. CM/ECF participants filing electronically need file only the Declaration Re: Electronic Filing in paper form within five (5) days of filing a petition for relief electronically. No paper documents are required for any subsequent electronic filing.

Effective January 21, 2003, the clerk's office will no longer process multiple stamped copies of documents. In the initial implementation phase of CM/ECF, the court, upon request, will date stamp **one** copy of the document with the "Original Filed" or "Received" stamp. If the filing is via the U.S. Postal Service or other mail delivery service, a metered or pre-stamped self-addressed envelope large enough to accommodate the return copy must also be provided. This practice will eventually cease. (The only exception to this may be for *pro se* debtors).

Changes to CI-8006-1 relate to the official record of documents.

Changes to CI-9014-2 remove all references to "PACER Classic."

For an updated copy of the Clerk's Instructions and complete information, please visit the court's Internet Web Site at <http://www.scb.uscourts.gov>.