

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

NOTICE TO THE BAR

Pursuant to a General Order of the United States Bankruptcy Court for the District of New Jersey, entered on or about March 27, 2002, the Court implemented Case Management/Electronic Case Filing (“CM/ECF”) on April 1, 2002 (the “implementation date”).

In order to accommodate CM/ECF, the Court further entered an *Order Establishing Procedure for Submission of Documents Containing Exhibits* on April 30, 2002 requiring that all documents containing exhibits, with the exception of fee applications, submitted subsequent to the implementation date, whether submitted electronically or conventionally, must conform with the 20 page limitation and full chambers copy requirements of paragraph II. G. of the Court’s *Administrative Procedures for the Filing, Signing and Verifying of Documents by Electronic Means* as set forth below:

II. G. Exhibits

Documents, including proofs of claim, should be filed electronically in PDF text format on the ECFS. Exhibits should be submitted electronically as attachments to the document or proof of claim, and if originally produced in hard copy (paper) format exceeding 20 pages in length, shall include only those excerpts of each exhibit that are directly germane to the matter under consideration by the Court. Such exhibits must be clearly and prominently identified as excerpts, and, with the exception of attachments to proofs of claim, the complete exhibit must be made available as a chambers’ copy provided to the Court. All exhibits to documents, including proofs of claim, must be made available forthwith to counsel upon request, and at any hearing pertaining to the matter. Persons filing excerpts of exhibits do so without prejudice to their right to file additional excerpts or the complete exhibit with the Court at any time. Opposing parties may file additional excerpts if they believe that they are germane.

If the entire exhibit is deemed germane to the document being submitted and the exhibit is in a format that must be electronically imaged, the attorney shall make every effort to electronically image the document(s), including utilization of the Court’s facilities.

The *Order Establishing Procedure for Submission of Documents Containing Exhibits* and the Court’s *Commentary Supplementing Administrative Procedures* may be consulted for further guidance, and are available on the court’s web site www.njb.uscourts.gov.

James J. Waldron, Clerk

Dated: June 18, 2002