

APPENDIX A

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF OKLAHOMA

GENERAL ORDER NO. 24-04

GUIDELINES FOR ELECTRONIC CASE FILING

The Clerk of the Court for the United States Bankruptcy Court for the Western District of Oklahoma (Court) is hereby authorized to establish and promulgate Electronic Case Filing Guidelines (ECF Guidelines), including procedures for the registration of attorneys and for the distribution of logins and passwords to permit electronic filing and notice of pleadings and other Documents. ECF Guidelines shall be made available to the public in paper form at the Clerk's office and by posting the ECF Guidelines on the Court's web site, www.okwb.uscourts.gov.

1. SCOPE OF ELECTRONIC FILING

- A. All cases and adversary proceedings filed or pending in the Court shall be, and by this order are, assigned to the Court's Electronic Case Filing System (ECF System).
- B. The official file of the Court shall be the electronic file. Pleadings and Documents filed in paper format will be scanned and docketed in the ECF System and will be accessible only electronically.

2. PARTICIPATING IN THE ECF SYSTEM

- A. To become a Participant in the ECF System, applicants must register for a login and password from the Public Access to Court Electronic Records (PACER) Service Center (<https://pacer.uscourts.gov/>).
- B. A Registered Participant is an attorney admitted to practice in and in good standing with the Western District of Oklahoma or someone authorized by the Court (e.g., Subchapter V Trustees, those admitted *pro hac vice*) to file electronically in the ECF System.
- C. Pro se filers and bankruptcy petition preparers will not be Registered Participants unless permitted by the Court. Pro se filers may present paper pleadings or Documents for filing at the Clerk's Office or by mail. Pro se filers may submit Chapter 7 and 13 voluntary petitions electronically via the [Electronic Self-Representation \(eSR\) Bankruptcy Petition Preparation System](#) and pleadings or Documents in pending cases via the Court's [Electronic Document Submission](#)

System (EDSS). The Court Clerk will scan the paper Documents and submissions via EDSS and docket them in the ECF System.

- D. A Limited Participant is an electronic filer authorized by the Court Clerk to file in the ECF System for specific purposes, including:
- i. Assignment/Transfer of Claim (Not Waived);
 - ii. Certificate of Service;
 - iii. Change of address;
 - iv. Notice of Appearance and Request for Notice;
 - v. Notice of Claim Satisfaction;
 - vi. Notice of Debtors Request for Post-Petition Mortgage Payment Forbearance Due to COVID-19;
 - vii. Notice of Lien;
 - viii. Notice of Mortgage Payment Change;
 - ix. Notice of Postpetition Mortgage Fees, Expenses, and Charges;
 - x. Objection to Claim;
 - xi. Proof of Claim;
 - xii. Proof of Claim Attachment 3002(C)(7)(B);
 - xiii. Reaffirmation Agreement;
 - xiv. Request for Payment of Taxes;
 - xv. Statement/Response to Notice of Final Cure Payment Rule 3002.1;
 - xvi. Transfer of Claim by Claims Agent;
 - xvii. Withdrawal of Claim;
 - xviii. Withdrawal of Proof of Claim Attachment;
 - xix. Withdrawal of Document; and
 - xx. Withdrawal of Mortgage Payment Document.

3. LOGINS AND PASSWORDS

- A. After receiving the Participant's request from PACER for access to the ECF System, the Clerk's Office will process the Participant's request. Requests may take up to twenty-four (24) hours to process.
- B. Only the Registered Participant or an employee of the Registered Participant may use the Registered Participant's ECF login and password. The Registered Participant shall be responsible for any filings made using the Registered Participant's login and password.
- C. Only the Limited Participant may use the Limited Participant's ECF login and password. The Limited Participant shall be responsible for any filings made using the Limited Participant's login and password.
- D. If a Participant believes his or her login and/or password have been compromised, the Participant should change the password through PACER.

- E. A Registered Participant may withdraw from participation in the ECF System for cause, only upon order of the Court. A motion to withdraw from the use of ECF by a Registered Participant must be presented to the Chief Judge. If the motion is granted, the Court Clerk will immediately deactivate the Registered Participant's password and delete the Registered Participant from all applicable electronic notice lists.
- F. A Limited Participant may withdraw from participation in the ECF System for cause, by email to helpdesk@okwb.uscourts.gov. If a Limited Participant changes employers, the Limited Participant shall be responsible for updating his or her contact information with PACER.
- G. A Participant's login and password shall be deactivated by the Court upon learning that the Participant has passed away.

4. SIGNATURES

- A. Documents submitted in electronic format must be signed consistent with the [Federal Rules of Bankruptcy Procedure](#) and [Local Rules](#) 1001-1.H.1, 1001-1.I, 9004-1.D, and 9004-1.E.

5. ELECTRONIC FILING OF DOCUMENTS

- A. All electronic Documents, except the text upload of the creditor matrix, must be submitted in Portable Document Format (PDF) that is searchable.
- B. Participants must designate a title for the pleading or Document by selecting the appropriate event contained in the ECF System.
- C. Documents are considered filed only when the submit button in ECF is activated. The electronic Document stamp, reflecting the date of filing, that appears on the filed Document and on the Notice of Electronic Filing (NEF) shall be the file stamp by the Court Clerk for all purposes. The filing time is the time noted on the NEF.
- D. Participants who have appeared in a case or who have registered as an interested party will receive one free viewing of any Document filed in that case.
- E. Participants shall follow the preferred style practices attached to the ECF Guidelines as [Appendix A-1](#) when electronic filing in the ECF System.

6. NOTICE OF ELECTRONIC FILING AND SERVICE

- A. When a Document is filed electronically, a NEF is automatically generated by the ECF System. The NEF is sent electronically to the attorney filing the document and to Participants appearing in the case in which the Document is filed.

Transmission of a NEF to the registered email address of a Participant will constitute service.

- B. Participants must maintain current contact information with the Court consistent with [Local Rule 5005-1.C](#). The primary email address in the Participant's PACER Account will be the address used for service. The Participant may provide additional email addresses to which courtesy copies of ECF notices will be sent. Information regarding *Updating Your Contact Information and Secondary Email Addresses* is available on the Court's website at www.okwb.uscourts.gov.

7. MOTIONS

With the exception of the following motions, all motions filed shall include only one request for relief:

- i. Motions for Relief from Stay and Abandonment;
- ii. Motions for Relief from Stay, Abandonment, or Adequate Protection;
- iii. Motions for Relief from Stay, Abandonment, and Relief from Co-Debtor Stay;
- iv. Motions for Relief from Stay, Abandonment, and Relief from Co-Debtor Stay or Adequate Protection;
- v. Motions to Annul the Stay and to Abandon;
- vi. Motions to Modify Plans, Response and Requests for Compensation;
- vii. Motions to Suspend Plan Payments and Compensation;
- viii. Motions to Convert or Dismiss;
- viii. Motions to Convert or Dismiss or Appoint Trustee;
- ix. Motion to Reopen and Enlarge Time to File Financial Management Certificate;
- x. Motion to Sell and For Compensation;
- xi. Final Report and Account and Application for Final Decree; and
- xii. Other combination events as the Court may create.

Filing parties must ensure that a proper "Event" has been selected for each request for relief filed electronically either through filing and docketing separately or through use of a permissible combined event in the ECF System.

8. MATRICES

- A. Attorneys and/or litigants shall ensure that addresses for creditors are correctly uploaded. A creditor included on the matrix without an address will not be provided notice by the Court Clerk until an amended matrix with the complete address is filed and necessary filing fees are paid by the debtor. The debtor, or the debtor's attorney, shall provide notice or service to any party for whom no address is included on the matrix.

- B. Attorneys and/or litigants who enter an incorrect address for a creditor shall be notified when mail is returned. If mail is returned to an attorney and/or litigant, the attorney and/or litigant shall file a corrected notice within ten (10) days of receipt or shall file a corrected matrix with the Court that includes a notice from the Bankruptcy Noticing Center or the returned mail envelope from the U.S. Postal Service reflecting the new address or that an address cannot be ascertained.
- C. The Court Clerk can reject a matrix that fails to comply with the requirements of [Local Rule](#) 1007-1.C.

9. ORDERS

- A. The Court's electronic filing of orders, decrees, memoranda, opinions and judgments shall constitute entry on the Court's docket for purposes of Rules [5003](#) and [9021](#) of the Federal Rules of Bankruptcy Procedure.
- B. Registered Participants submitting orders for Court approval must submit the orders in electronic format through the ECF System in accordance with the *E-Orders Guidelines* available on the Court's website at www.okwb.uscourts.gov.
- C. Judges may sign orders manually, by electronic means permitted by Rule [5005\(a\)\(2\)](#) of the Federal Rules of Bankruptcy Procedure, or judges may use docket text orders.
- D. An order filed electronically without judicial signature or with a facsimile of a judge's signature has the same force and effect as if the judge had affixed his or her signature to a paper copy of the order and entered the order manually on the docket.
- E. The Court may issue certain orders as text only. Text orders will not include a separate Document signed by a judge. A text order has the same force and effect as if a judge had affixed his or her signature to a paper copy of the order and entered the order manually on the docket. The moving party shall be required to print the text order, to mail it to any party who did not receive electronic notice of the order and to docket a certificate of service reflecting mailing of the order.

10. SOCIAL SECURITY NUMBERS

- A. Consistent with [Local Rule](#) 1007-1.F, the Statement About Your Social Security Numbers, [Official Form](#) 121, shall be filed concurrently with the petition as a separate docket event and include the entire social security number and original handwritten signature of the debtor(s). It will not be available for viewing by the public.

11. TECHNICAL FAILURE

- A. Any difficulty in accessing the ECF System and any other technical failure of the

ECF System should be reported to the Clerk's Office immediately.

- B. A Participant whose filing is made untimely as the result of a technical failure may seek appropriate relief from the assigned judge. If no case is pending, relief may be sought from the Chief Judge. The Court shall determine whether a technical failure has occurred on a case-by-case basis. Filing deadlines shall not otherwise be altered based upon a technical failure.
- C. If a filing cannot be timely filed as a result of a technical failure, the pleading or Document may be filed at the Clerk's Office or, with prior permission, may be emailed to the Court Clerk by contacting the Clerk's Office.

12. FILING ERRORS AND REVOCATION OF FILING PRIVILEGES

- A. Participants shall contact the Court Clerk by phone (405) 609-5700 or email helpdesk@okwb.uscourts.gov if a filing error is made and assistance is needed correcting it.
- B. If errors are found in filings, the Court Clerk may make a corrective entry describing the error and instructing the filer to correct it. The Court may strike Documents if corrections are not made promptly.
- C. If errors are found in docketing, the Court Clerk may note the error and the correction made by the Court Clerk.
- D. The Court may revoke or deactivate the login and password of a Participant and/or impose sanctions against a Participant under any of the following conditions:
 - i. Misuse of the ECF System login and/or password;
 - ii. Failure to comply with the provisions in the Attorney's Registration Form or Limited Participant's Application;
 - iii. Failure to adequately secure and protect the Participant's login and password;
 - iv. Failure to comply with the provisions of these Guidelines for Electronic Filing;
 - v. Failure to maintain an email address capable of receiving emails and NEFs from the Court;
 - vi. Return of undeliverable emails or NEFs sent from the Court to the Participant;
 - vii. Failure to pay filing fees for pleadings and Documents filed electronically; or
 - viii. Repeated filing errors without adequate correction.

E. The Court may also deactivate the login and password of a Participant upon learning that the Participant has passed away.

13. EFFECTIVE DATE

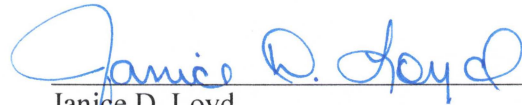
These Guidelines for Electronic Case Filing take effect on September 1, 2024.

Dated in Oklahoma City, Oklahoma, this 31st day of July, 2024.

By the Court.



Sarah A. Hall
Chief Bankruptcy Judge



Janice D. Loyd
Bankruptcy Judge

APPENDIX A-1

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF OKLAHOMA

STYLE GUIDE FOR ELECTRONIC CASE FILING

This Style Guide contains the preferred style practices for all Participants of the Court's Electronic Case Filing (ECF System) for the United States Bankruptcy Court for Western District of Oklahoma (Court). Style consistency is the key to efficient searches in the ECF System since successful queries require very exact matches to search data including punctuation and abbreviations.

1. ADDING PARTIES

When adding new parties to the ECF System, the information must conform to standard punctuation and spacing rules listed in this Style Guide.

A. SEARCHING FOR PARTIES

Before adding any party to a case, make sure you do a thorough search of the ECF System for the party using various "search clues." If the ECF System finds the correct party name with a search, select it to help minimize different versions of the same party name in the ECF System. Even something as simple as "United States" can cause ambiguity if everyone is entering it differently. For example, "UNITED STATES", "U.S.", "US", "USA", "U.S.A.", or "U.S. of A."

B. SEARCH STRATEGIES

The ECF System requires exact text matches.

- i. When searching for debtors, the more search clues you provide, the more likely you are to find the exact person. For example, if you search for the last name of *Smith*, the ECF System may return a list of quite a few parties with that last name. However, if you search for the last name of *Smith* with the first name of *Eugene*, the ECF System may return a single party.
- ii. When searching for creditors, it may be necessary to conduct multiple searches. First, search for the creditor's entire name (ex., "World Communications"). If that is not successful, you can search for more broadly on part of the creditor's name (ex., "World Comm" or just "World").

- iii. When searching for a party, do **NOT** use an asterisk in the search criteria (ex., Villa*). **Using an asterisk will slow down the entire ECF System.**

C. ADDING DEBTORS

- i. Debtors must be added using the names and addresses as they appear on the petition or on the complaint.
- ii. If a debtor has a street address and a mailing address, the **mailing address** should be entered into the ECF System.
- iii. If a debtor has a title, add the title in the **Party Text** box. When entered this way, the party text will appear on the docket report following the name and separated by a comma.
- iv. Information must be entered in the **SSN box** or the **Tax ID** box even if the social security number for an individual debtor or tax identification number for a business debtor is unknown. Use the following formats for unknown numbers:
 - SSN: 000-00-0000
 - Tax ID: 00-0000000

D. ADDING PLAINTIFFS AND DEFENDANTS

- i. Plaintiffs and defendants must be added using names as they appear on the complaint. You may find the names when you search the database. If a name in the database is close to the one being added, accept the existing name in the database and correct the address, if necessary.
- ii. Do **NOT** add a title for plaintiffs or defendants.
- iii. If the complaint lists alias(es) for the plaintiff or defendant, add them separately using the Alias(es) button, do **NOT** add alias(es) as part of the last name.
- iv. Select the Plaintiff or Defendant **party role**.

E. ADDING CREDITORS

- i. Add creditors to cases using names existing in the ECF System where possible.

- ii. The same creditor may be added to many different cases. Ideally, only one of each creditor should appear in the database. For example,

Ford Motor Credit Company may incorrectly be written as:

- Ford Motor Credit Co.
- Ford Motor Credit Corporation
- Ford Motor Credit Company, Inc.
- Ford Motor Company
- Ford Motor Credit Corp.

The name should be written as *Ford Motor Credit Company* in the ECF System. Having a long list of different names for the same creditor makes searching difficult and time consuming.

- iii. Do **NOT** add mailing addresses for creditors who have attorney representation. If a creditor is found in the ECF System with an address, delete the address fields before accepting the ***Party Information*** screen.
- iv. Do **NOT** add a title for creditors.
- v. Select the Creditor ***party role***.
- vi. Creditors added to the ECF System via the uploading of the creditor mailing list shall be formatted consistent with this Style Guide and [Local Rule](#) 1007-1.C.

2. STYLE CONVENTIONS FOR NAMES

The following style conventions apply to all names entered in the ECF System. For additional information regarding adding debtors, plaintiffs, defendants, and creditors, see the above Sections [1.C](#), [1.D](#), and [1.E](#) in this Style Guide.

- A. Use upper- and lower-case characters when entering names in the ECF System. Do **NOT** enter names in ALL capital letters. Do **NOT** use periods; for example: Jr, Ltd, Co, Inc

Examples: Wallace D Smith Jr
 United States Services Fidelity and Guaranty

- B. Use single spacing between all names and following initials. Do **NOT** use periods.

Examples: J J Jones (Space between initials)
 Smith, Inc (Space between comma and Inc)

- C. Do **NOT** insert spaces between names having upper- and lower-case letters or hyphens.

Examples: Patricia DeVita (No space between De and Vita)
Joseph O'Brien (No space after apostrophe)
Brenda Trainer-Mills (No spaces around hyphen)

- D. Enter generations such as Jr, Sr, II, III in the generation field. Do **NOT** use periods.

- E. If an individual does not have a middle name, leave the field blank. Do **NOT** insert NMI for "no middle initial."

- F. If an individual has multiple names, such as *David Santa Claus Curry*, add the extra names in the Middle Name field.

Last Name: Curry
Middle Name: Santa Claus
First Name: David

- G. Business names should be entered entirely in the Last Name field. Do **NOT** use the First Name or Middle Name fields when entering a business name.

- H. Spell out the word "and" when used in party names. Do **NOT** use the ampersand sign (&) for "and."

S and J Co
Price and Associates

- I. Avoid abbreviating unless the abbreviation is a part of the company name as reflected on the petition or pleading.

<u>Use</u>	<u>Do NOT Use</u>
Ford Motor Company	Ford Motor Co.
First Federal Association	1 st Federal Assoc.

3. STYLE CONVENTIONS FOR ADDRESSES

The following style conventions apply to all addresses entered in the ECF System.

- A. Addresses must **not** exceed four (4) lines. The party name and address must not exceed five (5) lines.

B. The city, state, and zip code **must** be the only information entered on the fifth (5th) or last address line.

C. Abbreviate post office boxes without a space between the P and the O. Do **not** use periods.

PO Box 1350
PO Drawer 1954

D. Use numerals (not words) for numbers in addresses.

3224 E 26th St
425 6th St
1 Federal Way

E. If a party, other than the debtor, has both a street address and a post office box address, **only** add the post office box address.

James Johnson
PO Box 1919
5000 Western Way
Oklahoma City, OK 73118-7036

← Do **NOT** enter this information.

F. When necessary, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention. Do **NOT** include symbols such as c/o, &, %, #, etc.

Arthur Anderson and Associates
John Hancock Bldg Ste 2600
8723 Michigan Ave
Chicago, IL 60604

G. Use the full nine-digit zip code when possible.

H. Foreign addresses must have the full name of the post office and country of destination printed in capital letters.

I. The country name or APO destination must be the only information on the bottom line of an address:

HELENA L SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

SGT WILLIAM SMITH
 UNIT 21103 BOX 512
 APO AE 09014

- J. The preferred format for telephone numbers is (405) 609-5700. Note the blank space between the area code and phone number.

4. ABBREVIATIONS

A. Street and Address Designations

Below is a list of preferred street and address designators. Do **NOT** use periods after the designation.

<u>Use</u>	<u>Instead of</u>
Apt	Apartment
Ave	Avenue
Bldg	Building
Bld	Boulevard
Ct	Court
Dr	Drive
Expwy	Expressway
Frwy	Freeway
Hwy	Highway
IH	Interstate Highway
Ln	Lane
Pkwy	Parkway
Pl	Place
Rd	Road
RR	Rural Route
Sq	Square
St	Street

B. Geographic Directions

Do **NOT** use periods after the direction.

North	N	Northeast	NE
South	S	Southwest	SW
East	E	Southeast	SE
West	W	Northwest	NW

C. States and Territories

AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AS	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	CM	N. Mariana Islands
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guan	OR	Oregon
HI	Hawaii	TT	Palau
ID	Idaho	PA	Pennsylvania
IL	Illinois	PR	Puerto Rico
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
LA	Louisiana	TN	Tennessee
ME	Maine	TX	Texas
TT	Marshall Islands	UT	Utah
MD	Maryland	VT	Vermont
MA	Massachusetts	VA	Virginia
MX	Mexico	VI	Virgin Islands
MI	Michigan	WA	Washington
TT	Micronesia	WV	West Virginia
MS	Mississippi	WI	Wisconsin
MO	Missouri	WY	Wyoming