

**United States Bankruptcy Court
Western District of Pennsylvania**

Case Management / Electronic Case Filing

EFFECTIVE DATE: April 30, 2004 at 5:00 P.M.

Attorneys Can Now File Claims Electronically

Attorneys are now permitted to file claims electronically. The national and local rules as well as the local court procedures must be followed when filing electronically. The Court's Electronic Case Filing Procedures includes a provision concerning retention of original signatures.

The CM/ECF Online Manual contains instructions for filing claims electronically. You can view the manual at the Court's Website at <http://www.pawb.uscourts.gov/training/>.

Attorneys Can Upload Additional Creditors to the Mailing Matrix

Previously, creditors could only be added to the mailing matrix one time via CM/ECF. Additional creditors had to be added to CM/ECF by filing a disk in text format that contained the names and addresses of the parties that needed to be added to the mailing matrix.

Additional parties can now be added to the mailing matrix even if there is one or more creditors already in the mailing matrix database on CM/ECF.

Attorneys have the option of adding parties to the database one at a time or by uploading a text file with several parties on it. The requirements for uploading an additional text file are the same as the requirements followed by debtor's attorney when loading the initial mailing matrix at the commencement of a bankruptcy case.

Please remember that only additional creditors should be added to the CM/ECF mailing matrix when amending schedules. Do not upload a text file that contains the names and addresses of parties that have already been added to the mailing matrix. Reminder: You should only upload additional creditors *after* you have filed the amended schedules.