

Rule 5005-6 SIGNATURES AND PAPER COPY RETENTION REQUIREMENTS

(a) A Filing User's CM/ECF System log-in and password serve as the Filing User's signature on all electronic documents filed with the Court for purposes of the Federal Rules of Bankruptcy Procedure, the Local Bankruptcy Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

(b) The debtor's original, physical signature requirement may be satisfied in any of the following ways:

- (1) Counsel secures and maintains the debtor's original, physical signature before filing the document, as presently required;
- (2) Counsel secures the debtor's digital signature via any commercially available digital signature software and maintains a copy of the digitally signed document in the case file;
- (3) Counsel obtains express written permission (including via text message or electronic mail) from the debtor to affix the debtor's /s/ signature to the document and maintains a copy thereof in the case file; or
- (4) Counsel obtains an image of the specified signature page showing debtor's original signature thereon via email, text message, or facsimile transmission and maintains a copy of the image and its transmission media in the case file.

(c) Filing under any of the methods identified above in subpart (b) constitutes counsel's certification to the Court that the debtor was given an opportunity to review the entire document before signing it, counsel has received the express authorization from the debtor to file the complete document with the Court, and counsel believes in good faith that the signature method adopted establishes the identity of the debtor.

(d) Electronically filed documents shall comply with Fed. R. Bankr. P. 9011 and set forth the Filing User's name, address, telephone number, e-mail address, and state Bar registration number, if applicable. In addition, the name of the Filing User under whose log-in and password the document is submitted shall be preceded by an "/s/" and typed in the space where the signature would otherwise appear.

(e) When a settlement agreement or similar document requiring multiple signatures is filed electronically, the filing party shall comply with instructions set forth by the Judge assigned to the case on the Court's website. If the Judge does not have specific instructions, then the document bearing all the necessary signatures shall be electronically filed either by:

- (1) submitting a scanned document containing all necessary signatures, with Local Bankruptcy Form 26 (Settlement and Certification of Counsel) attached;
- (2) representing the consent of the parties on the document; or
- (3) in any other manner approved by the Court.

(f) Documents that are electronically filed and require original signatures other than that of the Filing User, such as the debtor, corporate officers, etc., shall be maintained in paper form by the Filing User for six (6) years from the date of case closing.

(g) On request of the Court, the Filing User shall provide original documents for review.

(h) Failure to maintain documents for the specified period shall subject the Filing User to sanctions, including, without limitation, disgorgement of fees.