

# NOTICE

On February 5, 2007, the Judges of the United States Bankruptcy Court, Northern District of Ohio, signed Fourth Amended General Order No. 03-1 governing mandatory electronic case filing. The principal changes in the general order are as follows:

- All creditors not represented by an attorney who file more than 25 proofs of claim in any 12-month period shall file the proofs of claim – as well as all transfers, assignments, and withdrawals of proofs of claim – electronically according to the procedures established by the Court. When a creditor reaches this threshold, the Clerk will notify the creditor of the requirement to file the documents electronically. The creditor shall then have thirty days in which to comply. Any paper filings of the creditor after the 30-day period are subject to rejection by the Court.
- All creditors not represented by an attorney who file fewer than 25 proofs of claim in any 12-month period, and who are not registered Electronic Case Filing users, shall file all documents on paper.
- Involuntary petitions filed by attorneys shall be filed electronically according to the procedures established by the Court.

The full text of Fourth Amended General Order No. 03-1 can be found on the *Judges' Information/General Orders* menu of the Court's website at [www.ohnb.uscourts.gov](http://www.ohnb.uscourts.gov). In addition, corresponding changes to the Court's *Electronic Case Filing Administrative Procedures Manual*, as well as the *Claims Agent Registration Form*, can be found on the *Electronic Case Filing* menu of the website.

Kenneth J. Hirz  
Clerk of Court

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