

UNITED STATES BANKRUPTCY COURT

Eastern and Western Districts of Arkansas

LOCAL RULE 5005-1

*Filing and Transmittal of Papers*

All documents accepted by the Clerk for filing must conform with requirements prescribed in the Bankruptcy Rules, this Court's Local Rules, Standing Orders and Administrative Procedures.

Pursuant to Federal Rule of Bankruptcy Procedure 5005(a)(2), this Court hereby authorizes the filing of all petitions, motions, or other pleading and documents by electronic means in proper format as directed in the Local Rules, Standing Orders, and Administrative Procedures for Electronic Filing of this Court. A document filed by electronic means in compliance with these rules constitutes a written paper for the purpose of applying all Local Rules, Standing Orders, the applicable Federal Rules of Civil Procedure, and § 107 of the [Bankruptcy] Code.

The following information is to be provided at the time of filing a bankruptcy petition or adversary proceeding.

1. The adversary proceeding cover sheet must be filled in completely.
2. Attorneys are to include their complete address, phone number and state bar number on all filings.
3. List of Creditors:  
Beginning December 17, 2001, all creditor lists must be filed in electronic format on diskette or other electronic submission as noted in the Administrative Procedures for Electronically Filed Cases and Related Forms.
  - a. In any case where the list of creditors is not included electronically at the time of the filing of the voluntary petition, a notice of deficiency will be sent to the filer stating that the list must be submitted in required format within five business days of the filing of the petition. Unless the same is filed in the required format within five business days after the filing of the petition, the Clerk shall enter an order of dismissal.
  - b. Exceptions to this rule must be requested by filing a Request for Waiver along with the Creditor Matrix in the previously acceptable format. The Request for Waiver form is available on the court website and in the Clerk's Office in Fayetteville and Little Rock.

(adopted 5/1/89)  
(rev. 6/1/93)  
(rev. 12/01)