

Local Rule of Bankruptcy Procedure 5003.

RECORDS KEPT BY THE CLERK.

(a) Electronic Files and Duty to Confirm

The Clerk shall keep and maintain all filed documents, bankruptcy dockets, and claim registers in an electronic format, unless otherwise ordered by the Court. Any document submitted to the Clerk in a paper format shall be converted into an electronic format prior to docketing. It is the duty of the filing party to confirm that such document has been accurately submitted into the Court's electronic file. If no challenge regarding the presentation of the document in the Court's electronic file is communicated to the Clerk within 15 days of the date of docketing, then the document as presented is conclusively confirmed as the document submitted, unless otherwise ordered by the Court.

(b) Retention of Paper Documents

Upon conversion of a paper document to an electronic format, such paper document shall be thereafter maintained by the Clerk by date of filing (as opposed to case number) for a retention period of not less than 30 days. Paper documents shall not be available for examination by the public during the retention period and shall thereafter be destroyed.