

UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK  
200 E. FERGUSON, 2nd FLOOR  
TYLER, TEXAS 75702

JAMES D. TOKOPH  
CLERK OF COURT  
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March 17, 2004

To Whom It May Concern

Dear Sir or Madam:

I am sending you this letter to remind you that, effective March 1, 2004, all persons wishing to file documents with the United States Bankruptcy Court for the Eastern District of Texas must file such documents solely by electronic means.

Attorneys wishing to appear Pro Hac Vice are also required to comply with the Court's mandatory electronic filing requirements (per General Order 04-1).

I have identified you as a person who during calendar year 2003 filed one or more Motions to Appear Pro Hac Vice with this Court.

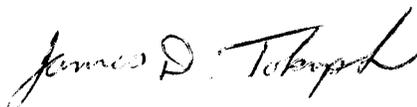
To become an Electronic Filer, a person must demonstrate the ability to docket pleadings and/or claims satisfactorily to the Court's training database as a prerequisite to obtaining access to the Court's system. To assist persons in that regard, the Court is conducting training for affected persons and their staff. If you are authorized to file electronically in another federal court, then the requirement to attend classroom training may be waived. However, the requirement to docket and file satisfactorily to this Court's training database may not be waived.

A schedule of training is posted to our website. To assist you, the Court maintains an on-line registration facility that is also available on our website. Classes may be canceled five days prior to scheduled start, due to lack of attendees. Please check the Court's website at [www.txeb.uscourts.gov](http://www.txeb.uscourts.gov) for the latest information.

Please note that Electronic Filers must pay for any filing fees due solely by credit / debit card.

I urge you to schedule training as soon as possible to ensure that no documents that you file may be stricken without further notice.

Very truly yours,



James D. Tokoph  
Clerk of Court