

## **MANDATORY ELECTRONIC FILING EFFECTIVE MARCH 1, 2004**

EFFECTIVE MARCH 1, 2004, all persons wishing to file documents with the United States Bankruptcy Court for the Eastern District of Texas shall file such documents solely by electronic means. The only persons who shall be generically exempted from this requirement shall be non-attorney parties with limited involvement with the Court and for whom an Electronic Filer authorization would likely be denied.

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 will conduct classroom training sessions for affected persons and their staffs. A schedule of training dates for December 2003 is listed below. Please call the designated work leader at the Clerk's office in your area to reserve slots in a scheduled training class. The training schedule for January 2004 and February 2004 has not yet been established. Classes may be canceled five days prior to scheduled start, due to lack of attendees. Additional classes may be scheduled to meet demand. **Persons are urged to schedule training as early as possible to ensure that all problems are resolved prior to March 1, 2004.**

You may also contact the designated WorkLeader for computer hardware and software recommendations which will maximize your effectiveness as an electronic filer. These recommendations are also posted on our website.