

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF MISSISSIPPI

STANDING ORDER RE SUBMISSION OF PAPERWORK FOR SCANNING UNDER NEW
CASE MANAGEMENT SYSTEM

WHEREAS, as the initial step in the process of gradual implementation of the forthcoming CASE MANAGEMENT / ELECTRONIC CASE FILING (CM / ECF) system in this court, this court will implement the CASE MANAGEMENT (CM) phase of such system commencing on November 10, 2003; and

WHEREAS, the electronic filing phase of such system will be implemented later and in due course of time, there will be an indeterminate period of time during which paperwork filings of a traditional nature will be accepted for filing; and

WHEREAS, an indispensable element of the CASE MANAGEMENT component of the innovated system is the scanning (including filing) of paperwork tendered for filing in this court; and

WHEREAS, the highly sensitive scanning equipment necessarily employed in the scanning procedures involved in the CASE MANAGEMENT system is subject to system failure if foreign objects or imperfections hereinafter mentioned are present in, on or attached to the document(s) being scanned; it is

ORDERED that from and after November 10, 2003, filers of paperwork tendered for filing in this court shall ensure that the following enumerated objects or imperfections (or comparable objects or imperfections) are not present in, on or attached to such tendered paperwork: staples, staple holes, paper clips, brads, folded or creased paper, paper bearing raised or engraved printing, dark surfaces resulting from copywork performed with the copier lid in a raised position, paperwork subject to jamming such as "onion skin" types of paper, two-sided paperwork, and paperwork with dimensions greater than 8 1/2" X 11" (it being the duty of a filer to reduce the images of attachments if necessary to conform to the maximum sizing requirement and to utilize standard office paper).

Dated: November 4th, 2003

_____/s/
David W. Houston, III
JUDGE