

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MAINE**



ADMINISTRATIVE PROCEDURES FOR ELECTRONIC FILING

Updated May 17, 2023

Electronic filing is the process of uploading documents to the court's online Electronic Case Files ("ECF") system. The ECF system only accepts electronically converted portable document format ("PDF") documents.

I. ACCESS TO THE ELECTRONIC CASE FILING SYSTEM

PACER Login and ECF Access

Attorneys and creditors seeking to file documents electronically must first register for a PACER account at <http://pacer.psc.uscourts.gov>. Attorneys and creditors must also request access to the ECF filing system for this court through PACER. That request is transmitted to this court for verification and processing.

For additional information contact the PACER Service Center at (800) 676-6856.

II. ELECTRONIC FILING OF DOCUMENTS

A. Signatures

The password required to electronically file documents also serves as the registered user's original signature for all electronic documents filed with the Court. The password also serves as a signature for purposes of Fed. R. Bankr. P. 9011, other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court. No attorney shall permit their password to be utilized by anyone other than themselves or an authorized employee.

Documents requiring original signatures such as petitions, lists, schedules, statements, amendments, pleadings, affidavits; or documents requiring verification under Fed. R. Bankr. P. 1008; or an unsworn declaration as provided in 28 U.S.C. § 1746, may be filed with an electronic signature (the party's name typed in full, e.g., "/s/ Jane Doe"), however, the registered filer must maintain the original, executed documents containing the wet signature of a party until two (2) years following the closing of the case or until the expiration of all appeal periods, whichever is later. In addition to any other law or rule, an attorney required to maintain an original wet signature may comply by using an electronically converted PDF document with an image of the signature. Upon request of

the Court or any interested party, the filer shall provide original documents for review.

The Court reserves the right to revoke an attorney's password and, therefore, their ability to electronically file documents, for failure to comply with any provision of these Administrative Procedures for Electronic Filing by Attorneys, failure to adequately protect their password, other misuse of the ECF system, or as a sanction ordered by the Court after notice and opportunity to be heard.

B. Fees Payable to the Clerk

Any required filing fees must be paid by credit card at the time of filing. Unpaid filing fees, as of midnight on the date of filing, will result in deactivation of your ECF login until payment has been made.

C. Sealed Documents

A motion to file documents under seal shall be filed electronically. If granted, the documents to be filed under seal shall be emailed to the Clerk's Office or hand delivered in paper to the Clerk's Office.