

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF TENNESSEE

AUG 15 2012

JED G. WEINTRAUB  
CLERK OF COURT  
WESTERN DISTRICT OF TENN

In re

ADOPTION OF AMENDED  
ECF GUIDELINE NUMBER 7

Miscell. No. 12-003

STANDING ORDER

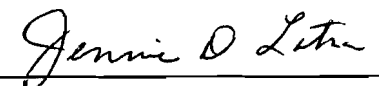
On August 13, 2012, the United States Bankruptcy Court for the Western District of Tennessee hereby adopted the annexed amended Electronic Case Filing (ECF) Guideline No. 7. This Amended Guideline shall remain in effect until further Order of the Court.

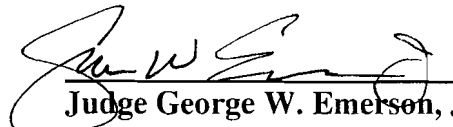
Based on the foregoing,


IT IS SO ORDERED this 15 day of August, 2012,  
effective September 1, 2012.

BY THE COURT

  
\_\_\_\_\_  
Chief Judge David S. Kennedy      Date 8-15-12

  
\_\_\_\_\_  
Judge Jennie D. Latta      Date 08/15/12

  
\_\_\_\_\_  
Judge George W. Emerson, Jr.      Date 8.15.12

  
\_\_\_\_\_  
Judge Paulette J. Delk      Date 8/15/12

### **Guideline No. 7 - Filing Proofs of Claim and Interests**

All proofs of claims, proofs of interest and supporting documentation for each must be filed electronically with the Clerk's Office if the claimant files five or more of these items in one month. In order to access the claims filing modules, creditors must request an ECF 'limited use' account from the Clerk's Office. When filing electronically, the Court's approved B10 form (available at [www.tnwb.uscourts.gov](http://www.tnwb.uscourts.gov)) must be used if the claimant does not take advantage of the SpeedClaim feature (electronic online filing without the burden of copying paper forms and saving supply costs and postage) within ECF. Once a claimant receives an ECF Limited Use account, you are required to file proof of claims or interests electronically even in the event you have less than five claims to be filed per month they must be filed electronically.

If claimants file fewer than five proofs of claim or interests in a given month, the claimants may continue to file with the Clerk's Office using the standard claims form (B10). After filing with the Clerk's Office the claims forms will be scanned and the relevant claim information entered into the appropriate case's claims register. These paper-based claims and interests may be filed at the Clerk's Office Monday through Friday, 8:30 a.m. to 4:00 p.m., with the exception of holidays, weekends, and posted closings.

In cases filed with over 1,000 creditors, the Court may require the debtor to retain a claims agent.