

UNITED STATES DISTRICT COURT
UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

TERESA L. DEPPNER
CLERK OF COURTS

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MEMORANDUM

TO: Bankruptcy Filers

FROM: Teresa L. Deppner, Clerk *Teresa L. Deppner*

RE: Electronic Filing of Proofs of Claim

DATE: July 2, 2004

By General Order 04-02, entered June 2, 2004, the *Amended Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means* ("Amended Administrative Procedures") were modified to permit the electronic filing of proofs of claim using the Court's *Electronic Case Filing* ("ECF") system.

Attorneys who have been issued logins for the purpose of filing pleadings may now use that login for filing proofs of claim. Creditors and other parties in interest who do not qualify for issuance of an attorney login may register to obtain a limited-access login for filing proofs of claim and related documents by completing the Claims Agent Registration Form and submitting the same to the Clerk. Your login and password will be e-mailed to you upon issuance. For further information, please contact Gloria Bailey at 304/347-3051 or Jo Proops at 304/347-3011.

General Order 04-02, the Amended Administrative Procedures, the Claims Agent Registration Form and instructions regarding the filing of proofs of claim are available on the Court's website at <http://www.wvsd.uscourts.gov>.