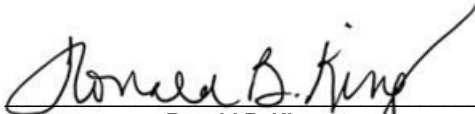



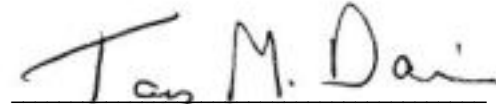
SIGNED this 21st day of February, 2018.




Ronald B. King
Chief United States Bankruptcy Judge


Craig A. Gargotta
United States Bankruptcy Judge


H. Christopher Mott
United States Bankruptcy Judge


Tony M. Davis
United States Bankruptcy Judge

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF TEXAS**

§
§
§
§
§
§

**STANDING ORDER
RELATING TO DECLARATIONS FOR ELECTRONIC FILING**

This Standing Order relates to the filing of “Declarations for Electronic Filing” (commonly known as Declaration(s), eDec or DEF) electronically into the Court’s CM/ECF system. It also sets forth the document retention requirements for electronically filed Declarations.

IT IS HEREBY ORDERED:

I. Filing of Declaration by Electronic Filers.

- A. Contemporaneous with the filing by electronic means of a bankruptcy petition, list, schedule, or statement that requires verification or an unsworn declaration under Fed. R. Bankr. P. 1008, the Electronic Filer shall file with the Court in electronic format the appropriate Declaration which has been executed by any individual debtor or by the authorized representative of any corporate or partnership debtor.

- B. Such Declaration shall substantially conform to either Exhibit B-1, B-2, or B-3 to Appendix 5005, as set forth in Bankruptcy Local Rule 5005 and the Administrative Procedures for Electronic Filing.
 - C. Such Declaration shall be an exact image of the original containing the ink signature of any individual debtor or the ink signature of the authorized representative of any corporate or partnership debtor.
 - D. Since a Declaration contains personally identifiable information it must not be attached to the petition, list, schedule, or statement. Rather, the Declaration must be electronically filed as a separate document using the specific CM/ECF docketing event “Declaration for Electronic Filing (Restricted Document)” and linked to the petition, list, schedule, or statement to which the Declaration pertains. Filing the Declaration in this precise manner ensures that the document is restricted from public view upon filing.
- II. Document Retention.** An executed Declaration containing the original ink signature of the debtor(s) or authorized representative of any corporate or partnership debtor shall be retained by the Electronic Filer for a period of not less than five (5) years after the case or adversary proceeding is closed. Upon request, the original Declaration must be provided to the Court or other parties for review.
- III. Effective Date and Scope.** This Standing Order is effective as of **March 1, 2018** and is applicable to all cases in all Divisions of the United States Bankruptcy Court for the Western District of Texas. This Standing Order shall control to the extent that it conflicts with Bankruptcy Local Rule 5005 and the Administrative Procedures for Electronic Filing as related to “Declarations for Electronic Filing.”

###