



IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO  
José V. Toledo Post Office & Courthouse Federal Building  
300 Recinto Sur St, Suite 109  
San Juan, Puerto Rico 00901

---

## Notice to Bar and Public

---


### **Re: Conventional Filing of Documents**

Please take notice that under the authority vested upon the Clerk of the Court by General Order No. 05-01, effective immediately, the following procedures will govern conventional filing of documents that are treated as an exemption for electronic filing. Upon application, the court may also authorize conventional filing of other documents otherwise subject to electronic filing.

- A. Documents to be filed under seal.** A party may, but it is not required, to file electronically a motion or application to file documents under seal. If the motion or application is granted, the assigned judge may enter electronically the order authorizing the filing of the documents under seal, after which the sealed documents will be filed in the vault at the clerk's office.
- B. Pro-se filers.** Pro-se filers shall file paper originals of all the documents filed. The clerk's office will scan these original documents into an electronic file in the system. Paper documents will be archived in boxes for the Federal Record Center.
- C. Exhibits.** (1) A filing party should electronically scan a paper document and/or exhibit that is less than fifty pages and submit it as a .pdf. file. The court, as needed, may request a courtesy paper copy of documents and/or exhibits electronically filed. (2) A party may conventionally submit documents and/or exhibits which are too lengthy to scan and filed electronically. The clerk's office will note on the docket its receipt with a virtual (text-only) entry. Exhibits filed for a trial must always be filed in conventional format, with an index listing each item. (3) Filing parties must configure their scanners to scan documents at 200 dpi and in black and white, rather than in color. (4) The filing party is required to verify the readability of scanned documents before filing them electronically with the court. (5) Exhibits filed conventionally that must be served on other parties shall be served as if not subject to electronic filing procedures.

**D. Adversary Proceedings.** The filing of the complaint and summons shall be done by conventional format. All other documents filed in an adversary proceeding must be filed electronically, except as otherwise provided by these administrative procedures.

San Juan, Puerto Rico, this 14th day of July 2005.



Celestino Matta-Méndez, Esq.  
Clerk of the Court

05-23